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Arkansas	5	New Hampshire	9	Canada	7
California	24	New Jersey	64	England	8
Colorado	33	New York	179	France	2
Connecticut	65	North Carolina	3	Germany	2
Delaware	8	Ohio	55	Greece	1
Dis. Columbia	11	Oklahoma	1	Guatemala	1
Florida	14	Oregon	2	Hong Kong	5
Georgia	4	Pennsylvania	56	Ireland	1
Hawaii	2	Rhode Island	6	Italy	2
Illinois	428	South Carolina	5	Jamaica	1
Indiana	6	Tennessee	11	Japan	2
Iowa	5	Texas	9	Korea	1
Kansas	4	Utah	1	Lebanon	1
Kentucky	3	Vermont	1	Peru	1
Louisiana	11	Virginia	11	Sierra Leone	1
Maine	2	West Virginia	6	Spain	2
Maryland	36	Wisconsin	13	Sudan	1
Massachusetts	119		1277	Venezuela	2
Michigan	19				46
Minnesota	10				
Mississippi	3	Argentina	1		
Missouri	12	Australia	1	TOTAL	1323

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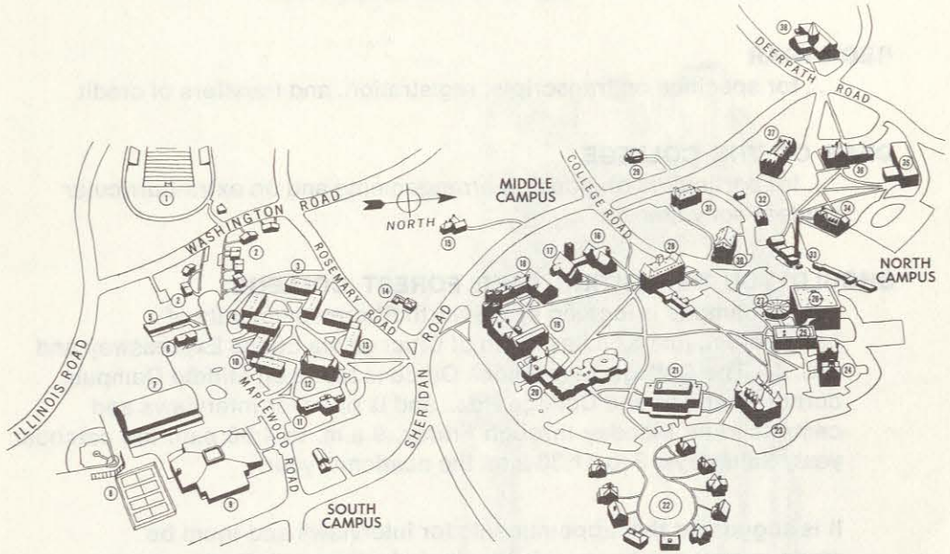


LEGEND

1. Farwell Field
2. Faculty
3. Gregory Hall
4. McClure Hall
5. Music Building
6. Industrial Management Institute
7. Alumni Memorial Field House, Ice Rink
8. Tennis Courts
9. Sports – Health Center
10. Roberts Hall
11. Hixon Hall
12. Moore Hall
13. Nollen Hall
14. President's House
15. Livingston House
16. Reid Hall
17. Holt Chapel
18. Blackstone Hall
19. Harlan Hall
20. Durand Commons
21. Donnelley Library
22. Faculty Circle
23. North Gym
24. Carnegie Hall
25. McCormick Auditorium
26. Johnson Science Center
27. Freeman Science Library
28. College Hall
29. Holt House
30. North Hall
31. Patterson Lodge (Admissions)
32. Ravine Lodge
33. Physical Plant
34. Bradley Lodge
35. Deerpath Hall
36. Durand Institute
37. Lois Durand Hall
38. Presbyterian Church

ADDITIONAL INFORMATION
about Lake Forest College is available by writing

DIRECTOR OF ADMISSIONS
. . . for admission forms, publications about the College, and materials outlining special academic programs on campus and off

DIRECTOR OF FINANCIAL AID
. . . for further details on requirements for and availability of financial aid

REGISTRAR
. . . for specifics on transcripts, registration, and transfers of credit

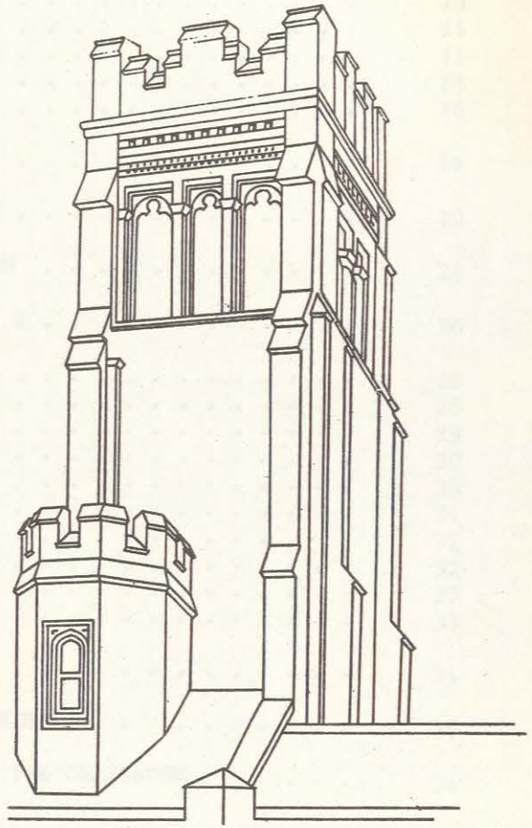
DEAN OF THE COLLEGE
. . . for particulars on housing arrangements and on extra-curricular student activities

SHOULD YOU BE VISITING LAKE FOREST COLLEGE
. . . the campus is located in the North Shore community of Lake Forest, just 32 miles north of Chicago via Edens Expressway and U.S. 41. The College Admissions Office is found on Middle Campus, corner Sheridan and College Rds., and is open for interviews and campus tours Monday through Friday, 9 a.m. to 4:30 p.m. the calendar year, Saturdays, 9 to 11:30 a.m. the academic year.

It is suggested that appointments for interviews and tours be made in advance of your visit to the Lake Forest College campus.

LAKE FOREST COLLEGE

FACULTY HANDBOOK



SEPTEMBER, 1972

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MEMBERSHIP OF THE FACULTY

Definition of Faculty

According to the bylaws of Lake Forest College adopted by the Board of Trustees on September 11, 1965, the faculty is defined as follows:

> The faculty shall consist of the President of the College, the Deans, the Professors, the Associate Professors, the Assistant Professors, the Instructors, the Lecturers, the Registrar, the Librarians, the Director of Admissions, the Associate and Assistant Directors of Admissions, the Director of Athletics and the other coaches.

There are four official ranks for full-time teaching members of the faculty. These are: professor, associate professor, assistant professor, and instructor. Full time appointments may be made to any rank and also to the classification of lecturer. The distribution of the faculty for the 1972-73 College year is as follows: twenty-six professors, twenty associate professors, twenty-one assistant professors, twelve instructors, and four full-time lecturers. In addition there are several part-time lecturers and instructors as well as some administrative officers who teach part-time.

Appointment to the Faculty

Faculty appointments are made by the Board of Trustees upon joint recommendation by the Department Chairman and the Provost and Dean of the Faculty to the President of the College, who in turn makes recommendations to the Committee on Academic Affairs of the Board of Trustees.

The Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee interviews all faculty candidates for full-time positions, and makes appropriate recommendations to the President and the Dean of the Faculty. The Committee on Academic Affairs reports to the Board for final approval. Criteria used are: adequate training for the particular position to be filled by the appointment, successful teaching experience, integrity of character, and scholarly interests. In the case of persons who have not taught before, evidence of probable teaching success based upon recommendations by persons in a position to make sound judgment is accepted.

Appointment to the faculty is annual until tenure is awarded, but the initial appointment is expected to be a continuing one unless at the time of the initial appointment it is specified that it is a one year appointment, without the intention or obligation of renewal.

Termination of continuing appointments will be in accord with the statement on 'Termination of Services' below.

In recruiting and appointing faculty, every effort shall be made

to obtain the most highly qualified person for the available position. The administration has been asked by the Faculty to recognize and consider the potential difficulties inherent in appointing two persons from the same family to a faculty the size of that at Lake Forest College. The same considerations apply to matters of reappointment and promotion, except when the positions concerned are previously protected by tenure.

It is an administrative policy to make no professional or secretarial appointments of a second member of a family when such an appointment places one member of the family in a position of direct evaluation by the other member of the family, except when both positions are previously protected by tenure.

Faculty Promotion and Tenure

Recommendations for promotion and tenure are made to the President by the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee. Those faculty members to be considered for promotion are those recommended by the department chairman or the Dean of the Faculty (and not upon the application of the faculty members themselves). Consideration for tenure of a given faculty member comes, at the latest, at a time which would allow compliance with the College's policies for notice of non-reappointment (see page 8) and for granting of tenure (q.v.)--i.e., no later than by July 1 following the candidate's sixth year.

In the fall of the year during which a faculty member is to be considered for tenure, he is invited by the chairman of the Subcommittee to submit a statement of information on his own behalf, in which he may outline what he considers to be his record and achievements as he believes they may bear upon the tenure decision. A copy should also be sent to his department chairman, who will take this statement into account, along with other factors, when he makes his recommendation to the Subcommittee.

In addition, so that the Subcommittee may be aware of the entire situation within a given department when it considers one of its members for promotion or tenure, each department chairman is asked every autumn to submit to the Subcommittee evaluations of the performances of each of the people in his department below the rank of full professor.

The Subcommittee is a deliberative body, which meets with the Dean of the Faculty and the President to discuss the merits of each candidate's situation individually. In its deliberations it makes use of the guidelines of the Handbook (q.v.) and the April, 1971, "AAUP Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments." Neither of these sources is to be thought of as constituting an all-encompassing set of rules; that is, the Subcommittee may at times and in special cases employ criteria not specifically mentioned in these guidelines, but in no case will it employ criteria which contradict them.

The guidelines currently employed are as follows:

I. Standards for review of the candidate's teaching experience, research efforts, and general contributions to the College --

A. Training and experience:

(1) The particular academic degrees held by the candidate, the institutions from which these degrees were obtained and the length of time they have been held.

(2) The length of teaching experience and the length of time in rank, as well as such general experiences as travel and fellowships for study, or length of experience in fields related to the candidate's specialty which would serve to enhance his effectiveness as a faculty member.

B. Quality of teaching and scholarship:

(1) The opinion of the Provost and Dean of the Faculty, the chairman and other tenured members of the department, other colleagues, and students, as to the effectiveness of his teaching and his interest in students.

(2) Scholarly activity, as evidenced by some combination of the following: ongoing research, books, publications in scholarly journals, activity in professional societies.

(3) Service on faculty committees and participation in other college and community activities.

C. Character and personality

(1) Emotional stability and maturity.

(2) High ideals and integrity.

(3) Friendly and tolerant understanding of colleagues and students, and democratic relationships with them.

II. Timing re consideration for promotion --

(1) Ordinarily the candidate should hold the Ph.D. degree to be qualified for advancement to the rank of assistant professor or above, although in certain fields (e.g., in the performing arts where the doctoral degree is not commonly held by people skilled in those fields, that degree is not essential for promotion).

(2) For promotion from the level of assistant professor to associate professor, a candidate will ordinarily be expected to have completed approximately eight years of full-time teaching either at Lake Forest College or at Lake Forest College and one or more other colleges or universities. In individual cases the time may be shorter for sufficient reason, such as exceptional quality as a scholar in addition to outstanding teaching ability, and, of course, the time may also be longer (particularly if an appreciable portion of the individual's teaching experience has been acquired while he was still working toward his doctorate).

(3) No statement can be made regarding the timing of promotions to the rank of (full) professor since such promotions are based less upon length of experience than upon achievement of distinction in teaching, research, and overall contributions.

Although it is not desirable in the faculty of a small college to set rigid quotas for the distribution of faculty among the ranks, some attention must be given to this distribution, and such is the case at Lake Forest College. Not to do so could result eventually in having a percentage of the faculty on tenure so large that the opportunity to hold promising young faculty members would be virtually eliminated, or at least severely restricted. Another circumstance to be considered is the fact that faculty members on tenure are mostly in the upper ranks and in the aggregate receive a proportionately larger percentage of the salary budget. Bearing in mind the given amount of money allocated for faculty salaries, the average salary of those on tenure will vary inversely with the percentage of the faculty on tenure.

Although the ratio between tenured (upper ranks) and non-tenured (lower ranks) faculty may be arbitrarily decided, it is important that decisions be made that will guarantee opportunities for promotion and tenure to at least some of the younger members of the faculty and that will keep the average salaries of the faculty in both groups competitive, or better than competitive. The College's policy is for the normal distribution between tenured and non-tenured faculty to remain close to fifty percent in each group, with a usual maximum of fifty-five percent of the faculty on tenure at a given time.

Tenured and non-tenured faculty in a given department should also be distributed approximately equally, although there will be instances when a wider latitude must be allowed than is allowed in the faculty as a whole. There will be occasions, though rare, when it is felt that to refuse tenure to an outstanding non-tenured faculty member because half or more of the faculty members in the department are already on tenure would result in a serious loss to the College, and in such cases the limits of departmental variability might be extended.

The following statement on academic tenure at Lake Forest College is taken from the minutes of the Board of Trustees for May 8, 1965:

1. Faculty members in the rank of instructor are appointed on an annual basis. No member of the faculty will be retained at this rank for more than five years unless he is filling a current need and is willing to continue in his present position without promise of promotion and without obligation on the part of the College to retain him.

2. A faculty member initially appointed to the rank of instructor or assistant professor shall upon reappointment and promotion to the rank of associate professor have permanent tenure, provided that he has had four full years of service at the College. Faculty members in the rank of assistant professor shall receive tenure at the end of seven years of full-time service to the College, but not prior to this time.

3. Faculty members originally appointed in the rank of associate professor or professor who have had four years of full-time

service to the College shall upon reappointment be given tenure.

4. Permanent tenure shall be interpreted to mean that the faculty member on tenure will, unless he resigns, be retained until he reaches retirement age or is dismissed for cause--cause to be interpreted as: financial exigencies of the College, professional incompetence, or moral delinquency. Before a faculty member can be dismissed for cause, his case must be considered by a committee of the faculty consisting of the two members of the General Policies Committee [now the Faculty Personnel Policies Committee] of the Faculty who have had the longest period of service at the College and the member of the Committee on Appointments, Promotions and Tenure [now the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee] who has had the longest continuous service on that committee. If any faculty member on this committee is himself the accused or is to be a witness, his place shall be taken by the next ranking member of the regular faculty committee which he represents. The Committee shall meet with the President of the College, the Dean of the Faculty, and the Chairman of the Committee on Academic Affairs of the Board of Trustees (or his representative) to hear and discuss all the evidence in the case, the defendant and counsel, if any, permitted to be present and to speak. A verbatim record of the hearing shall be kept. Following the hearing, the faculty committee shall make a recommendation to the President and shall inform the faculty of its recommendation if this seems desirable to either the committee or the defendant.

5. Full time faculty members with the title of Lecturer are not eligible for tenure as long as they hold this title. If, however, a lecturer's appointment is changed to one of the "professorial" ranks, thus making him eligible for tenure, all of his years of full time service to the College will be counted in determining his eligibility for tenure.

6. The above provisions shall apply only to full time members of the faculty.

The following statement concerning the Physical Education staff was passed by the Board of Trustees on April 8, 1972:

Lake Forest College is committed to a concern for all aspects of the lives of its students, their bodies as well as their minds and characters. Toward that end, the College maintains a program of physical education, designed to provide physical fitness and certain skills in sports. The College also sponsors a wide variety of intramural and intercollegiate activities, which are seen as opportunities for students in recreation and in learning. The College believes, in short, in amateur athletics for professional students.

The Physical Education staff is employed and retained with a view toward serving students in the ways suggested above. Members of the staff, though not eligible for tenure, since that is a practice designed to assure

the academic freedom of the classroom teacher, may anticipate reappointment provided that program needs justify such appointment and as long as they continue to promote in a satisfactory manner those sports which the College sponsors, and continue to assist students to develop physical fitness and athletic skills. If there is dissatisfaction with their performance (e.g., ineffective coaching, lack of personal leadership, inadequate skill and/or effort), their services might be terminated. Due notice would be given in such an instance. The practice customary with faculty appointments and renewals would be followed with regard to "due notice" (q.v., the Faculty Handbook, pp. 8-9). Members of the Physical Education staff would be subject to an annual review (a practice which is also followed with regard to faculty appointments and renewals).

Academic Freedom

On May 8, 1965, the Board of Trustees adopted the following resolution on academic freedom:

1. Lake Forest College subscribes completely to the principles of academic freedom as set forth in the Statement of 1940 adopted by the Association of American Colleges, the American Association of University Professors, and other organizations.

2. If a member of the faculty believes that his academic freedom has been infringed by an action of the College, he may appeal through the President of the College or the Chairman of the General Policies Committee [now the Faculty Personnel Policies Committee] of the Faculty to the committee named in Section 4 of the resolution on academic tenure.

3. If an issue of academic freedom cannot be resolved satisfactorily locally and a member of the faculty should request the American Association of University Professors, to make an inquiry into his case, the College will offer full cooperation in the investigation.

At the same time the Board of Trustees also approved as College policy the following statement printed in the June, 1963, issue of the Bulletin of the American Association of University Professors:

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in

writing at the time of the appointment.

(c) The College or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Termination of Services

If a faculty member, including one who does not teach but is classified as a member of the faculty, is considering an offer from another institution, the College expects him to abide by the standards recommended by the Association of American Colleges and the American Association of University Professors. These standards are printed in the March, 1961, issue of Liberal Education and are as follows:

> Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.
>
> A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15. . . . It is . . . recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.
>
> To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. . . .
>
> Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

The College assumes that the above conditions also apply to members of the faculty who do not teach, such as librarians, members of the admissions staff, coaches, and deans.

When the College no longer needs the services of a faculty member the following procedures apply:

Faculty members who have been in the employ of the College for less than one year will be notified no later than December 15 of that academic year that they will not be reappointed for the following year.

Non tenured faculty members who have completed at least one year of service in the employ of the College will be notified no later than July 1, and preferably earlier, that they will not be reappointed after the end of the academic year following the notification.

Affirmative Action

In keeping with a resolution of the Board of Trustees on April 8, 1972 relative to "Affirmative Action," the President of Lake Forest College has issued the following proclamation:

1. It is the stated policy of Lake Forest College that appropriate qualifications for and performance of specific duties are the basic criteria for the employment and promotion of all College academic and non-academic staff. Equal opportunity and treatment shall be provided in the hiring, retention, training, transfer, promotion, and upgrading of all employees, without regard to race, age, religion, color, national origin, or sex.

2. Therefore, as the President or Executive Officer of Lake Forest College, I hereby appoint the Provost as the Affirmative Action Officer, the Dean of the Faculty as the Equal Employment Opportunity Officer for Academic Personnel, and the Business Manager as the Equal Employment Opportunity Officer for Non-Academic Personnel. I hereby direct that an Academic Grievance Board and a Non-Academic Grievance Board be created, with each committee selecting its own Chairhead.

3. I further state that an individual in the position of responsibility for hiring that does not abide by the Affirmative Action policy will relinquish this authority for hiring to an Officer appointed by me, until such time as this individual accepts the Affirmative Action policy.

Grievance Procedure

At a meeting of the faculty on February 1, 1972, the following "Grievance Procedure" was adopted:

If any faculty member feels that he has cause for grievance in any matter other than dismissal proceedings for cause -- such matters as salaries, assignment of teaching duties, assignment of space or other facilities, and propriety of conduct -- he may petition the elected faculty grievance committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to his case. The committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate officer and faculty body . . ., and the petitioner will, at his request, be provided an opportunity to present his case to them.

The grievance committee will consist of three (or some number) members of the faculty who have tenure and who are elected at large. No department chairman or administrative officer shall serve on the committee.

In the Bulletin of the American Association of University Professors, Summer, 1971, the following statement relative to the function of such a committee is made:

"Complaints of inadequate consideration are likely to relate to matters of professional judgment, where the department or departmental agency should have primary authority. For this reason, Committee A believes that the basic functions of the review committee should be to determine whether adequate consideration was given to the appropriate faculty body's decision and, if it determines otherwise, to request reconsideration by that body.

"It is easier to state what the standard 'adequate consideration' does not mean than to specify in detail what it does. It does not mean that the review committee should substitute its own judgment for that of members of the department on the merits of whether the candidate should be reappointed or given tenure. The conscientious judgment of the candidate's departmental colleagues must prevail if the invaluable tradition of departmental autonomy in professional judgments is to prevail. The term 'adequate consideration' refers essentially to procedural rather than substantive issues: Was the decision conscientiously arrived at? Was all available evidence bearing on the relevant performance of the candidate sought out and considered? Was there adequate deliberation by the department over the import of the evidence in the light of the relevant standards? Were irrelevant and improper standards excluded from consideration? Was the decision a bona fide exercise of professional academic judgment? These are the kinds of questions suggested

by the standard 'adequate consideration.'

"If in applying this standard the review committee concludes that adequate consideration was not given, its appropriate response should be to recommend to the department that it assess the merits once again, this time remedying the inadequacies of its prior consideration.

"Insofar as the petition for review alleges inadequate consideration, the functions of the committee which reviews the faculty member's petition should be the following:

(a) To determine whether the decision of the appropriate faculty body was the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the review committee should not substitute its judgment on the merits for that of the faculty body.
(b) To request reconsideration by the faculty body when the committee believes that adequate consideration was not given to the faculty member's qualifications. (In such instances, the committee should indicate the respects in which it believes the consideration may have been inadequate.)
(c) To provide copies of its report and recommendation to the faculty member, the faculty body, and the president or other appropriate administrative officer."

Responsibilities for the Academic Year

The on-campus responsibilities of members of the faculty begin with the first scheduled events each fall and extend through Commencement the following June. Unless prevented by reason of personal emergency, a faculty member is expected to be present at the first events in the fall and at the Commencement activities. If a professional meeting is held at the same time as these events, a member of the faculty may request of the Dean of the Faculty that an excuse be granted in order to allow attendance at the professional meeting. Professional as well as personal summer activities, except as noted above should be planned so that they do not begin before Commencement and do end before the events that open the academic year in the fall.

Salaries of the Faculty

Following the April meeting of the Board of Trustees, at which time the budget for the following year is approved, it is customary to send written notice of his salary for the coming year to each member of the faculty.

The academic year of the College extends from September 1 to the following August 31, but teaching responsibilities, in general, extend

only from September through June, the exact days varying from year to year. Salaries of full time members of the faculty are paid in twelve equal installments. Payment is made on the first business day of each month, beginning with September. Salary checks are placed in campus mail boxes unless the Business Office is instructed otherwise. Members of the faculty who are away from the campus when salary checks are distributed may have them mailed to them by leaving an addressed envelope with the Departmental Assistant in charge of payroll in the Business Office.

THE MEMBERS OF THE FACULTY AS TEACHERS

Teaching Duties

The Bylaws of Lake Forest College contain the following statement of faculty responsibility:

> It shall be the responsibility of each member of the faculty to teach those courses assigned to him as effectively as he can, giving his imagination wide range in order to find the techniques of instruction best suited to the particular course and engaging in reading and study designed to improve the quality of his teaching and to increase his knowledge. A member of the faculty shall not appoint anyone to perform his duties in the classroom without the approval, in each case, of the President or the Dean of the Faculty.

Objectives

It is assumed that each teacher will work out carefully and later give to the students very early in the term the objectives which he envisions for the course and that in the light of these objectives he will clearly outline the scope of the course and attempt to make each lecture, discussion, or other experience connected with the class contribute to the attainment of these objectives. This means determining the best technique or group of techniques of instruction suited to the particular course, including adequate testing. A faculty member can take advantage of the relatively small size of the faculty to discuss matters of intellectual interest with other members of the faculty not only in closely allied fields but in other academic areas far removed from his own field of specialization.

The interest which each faculty member has in the students in his class will be shown by his reasonable availability to them without letting them take advantage of him. Each faculty member is asked to set up and keep faithfully regular daily office hours, which should be posted just outside the office door. Arrangements to see students by special appointment, when this is called for, should also be made.

Teaching Loads

At its meeting on May 30, 1972, the faculty accepted guidelines for the distribution of work loads which assume that each full-time member of the faculty will be engaged in teaching, research, and other College community service. The plan adopted is to be used in determining the departmental load, but may also be used for individual faculty members. Individual adjustments may need to be made, however, to allow for a class with an unusually heavy enrollment or to take into account the fact that only one course preparation is required in a given term.

The total work load is computed in "credits." For the present, the teaching and administrative credits should average thirty-five. These are in addition to committee assignments, scholarly work, and student advising which are expected of all faculty members in accordance with the guidelines for these duties stated above.

Teaching

A normal class counts as five credits. An independent study whether tutorial, or research (including senior thesis) will count as one credit. No greater load credit than six times the number of full time faculty equivalents in a department may be accumulated from independent study. For laboratory work, the number of credits will be the number of hours the course meets per week in class and laboratory together. For studio art, private music lessons, and physical education activity the number of credits is one-half the number of hours of such teaching per week. If a class is taught by more than one person, the credit on work loads for the class will be determined as though one person were teaching it and the credit will be distributed in a manner agreed upon by those teaching the course and the appropriate department chairmen. Teaching loads may not necessarily be equalized among individual faculty members within each year but will be adjusted so as to be equalized over a two or three year period.

Administrative Duties

The credit for serving as a department chairman will vary from three to five, the number in each case to be decided by the Dean of the Faculty after consultation with each chairman.

Research

Research and other scholarly work are expected to be a normal part of each faculty member's load. At least twenty per cent of a faculty member's time should be spent in this kind of activity.

Committee Service

Every faculty member is expected to serve, if asked, on one standing or *ad hoc* committee of the faculty and may be expected to serve, in

addition, on one of the committees overseeing the interdisciplinary concentrations. Since committees vary in the amount of time and work required, an effort will be made to equalize this kind of responsibility over a period of time.

Student Advising

Each faculty member is expected to serve as academic adviser to as nearly a proportionate share of the student body as is possible. A faculty member whose official list of advisees exceeds a proportionate share by more than one-third will be considered to be carrying an overload of advisees and some adjustment will be made either by reducing his advising load in a subsequent year or by reducing his normal load in some other kind of activity.

Departmental Organization

The curriculum of the College is classified by departments and the members of the faculty who teach the courses offered in that department constitute the departmental faculty. The President of the College appoints a chairman of each department who is responsible for overseeing the academic activities of the faculty of the department. Department chairmen do not serve in this capacity after the College year during which they reach the age of sixty years.

The chairman of a department is asked to:

1. Preside at meetings of the faculty of the department which he calls to discuss matters of departmental concern.

2. Evaluate the services of the faculty of the department and report his evaluations at least annually upon request of the Provost and Dean of the Faculty.

3. Assume primary responsibility for collecting information about candidates for openings in the departmental faculty.

4. Assume responsibility for advising new members of the faculty in his department on problems of instruction and student relationships, where these are needed, for informing them about the grading system and College policies, and for introducing them to the College community.

5. Major responsibility for the quality of the library rests with the faculty. It is important that the members of the faculty in each department be thoroughly familiar with the library collection in their discipline and informed about available new publications from which additions to the collection can be selected. The chairman is responsible for approving the requests for new books and periodicals to be purchased from the departmental allocation.

6. Consider and act upon the requests of individual students to undertake independent study or senior theses in the department and distribute the adviser load equitable between faculty members.

7. Act on the requests of individual students for admission to courses for which they do not have the class standing normally required.

8. Prepare an annual statement of needs for equipment, space, and student assistance for submission to the Provost and Dean of the Faculty. (These are requested in late November or early December for the fiscal year beginning June 1st of the following calendar year.)

9. Approve expenditures from the departmental budget for student assistance and equipment or from the general instructional supplies budget, if there is not a separate departmental budget. (Items bought from the general budget must ordinarily be requested at the time the budget is prepared.)

10. Check the monthly budget reports to see that they are correct and that expenditures are kept within the approved budget.

11. Order from the Printing Department the departmental stationery and other printed supplies needed. (The stationery is printed in standard form and carries the name of the department but not the names of individual faculty members.)

12. Prepare the proposed annual schedule of classes for the department upon request from the Provost and Dean of the Faculty.

13. Attend and participate in the meetings of all department chairmen with the Provost and Dean of the Faculty, called at least once per term.

14. See that textbook selections are given to the Bookstore. Careful estimates of numbers are needed, in order to minimize loss or unused copies.

Use of Student Assistants

On February 18, 1964, the faculty approved the following resolution:

"In the use of student assistants, the obligation for determining the requirements of a course rests with the instructor; likewise it is his exclusive responsibility to arrive at the student's final grade.

It is recognized, however, that in some courses a great deal of daily work is required (e.g., homework problems, exercises in grammar and

translation, laboratory reports) which is immensely burdensome for the instructor to check, and which could be safely checked by able student assistants. The assumption is that such problems would be in the nature of practice rather than assignments which contribute to the final grade. Moreover, reading them would not require the professional authority that is presumably the instructor's alone. In the case of this kind of work, student assistants may be permitted to do the checking. The instructor should exercise care in selecting student assistants.

Schedule of Classes

The courses to be taught in each department during each of the three terms of the next college year are submitted to the Dean of the Faculty by the Department Chairman in the spring. The schedule is prepared for the entire year and approved by the Dean. Courses may not be added to the schedule except with permission of the Dean of the Faculty.

Regular day session students may not register for courses not on the schedule except with permission of the Dean of the Faculty. If such registration is permitted during the regular term, no additional compensation is provided for the faculty member. Faculty members are under no obligation to take on such extra students and students are discouraged from such registrations except where it is a matter of necessity.

Secretarial Services

Secretarial services are provided in most of the classroom buildings, but all buildings are not served by full-time secretaries. The schedule of hours is available each fall. Members of the faculty may take tests, syllabi, and letters for typewriting and duplicating to the appropriate faculty secretary. Manuscripts will be typed, but materials for current class use and letters will have prior claim on secretarial time.

Multiple copies of materials for distribution to classes, unless they are only two or three pages in length, cannot be completed on short notice. More extensive uncopyrighted texts must be requested well in advance of the time they are needed, and are to be sold at cost through the College Bookstore. Students will be expected to make their own machine copies of copyrighted materials from journals or books where this is allowed. If such materials are not available to them for copying, the faculty member may arrange for an appropriate number of copies to be placed on library reserve. Students may then make their own copies from these reserve copies if they wish. (A coin-operated copying machine is available for students use in the library.) Free copies of text materials will not be made available to students.

FACULTY REGULATIONS

Each member of the faculty is asked to cooperate with the following specific faculty regulations:

1. Student Papers

On May 15, 1962, the faculty adopted a resolution "strongly recommending that each student be required to write two short papers in each course which he takes throughout his college career, unless the course is not adapted to such a requirement," and "pointed out that such papers should be evaluated for content and form and that revisions of them should be required." Turabian's Manual for Writers of Term Papers, Theses, and Dissertations has been chosen as the style guide for the College as a whole and is recommended for use in all classes.

2. Academic Honor Code

The Student Handbook, beginning on Page 4 describes the academic honor code and gives the responsibilities of both faculty and students under it.

3. Class Attendance

On May 2, 1972, The Faculty took the following action with respect to class attendance:

Because classroom activities -- lectures, discussions, questions, and answers -- are intended to assist students in the learning experience in the course of study in which they are enrolled, it is expected that they will avail themselves of the opportunity to attend class sessions whenever possible. While the decision to attend class or not may in most cases be left to the student's discretion, there are certain kinds of class sessions in which it is impossible to carry on the work of the class unless the student is present. For this reason each member of the faculty has the prerogative of establishing specific attendance regulations which, in the instructor's opinion, are best suited to the course. To be in force, these specific regulations must be given in writing to the members of the class at the beginning of the course. If the faculty member in charge of a given course believes that an attendance regulation should be applied to a student that is not applied to the class as a whole, the faculty member may do so by informing the student in writing what the restriction is and the reasons for it. A copy of this notice is to be sent also to the student's adviser and to the Dean of the College.

Students who are required to miss class meetings because of a conflict with a college approved event are officially excused but will be expected to make up any work missed and will be allowed to do so in a manner approved by the faculty member whose class is missed. If "make-up" is not feasible, the student may not be penalized for the absence from the class.

4. Class Meetings

It is expected that classes will meet regularly and that they will take place at the scheduled time. An unavoidable absence of a teacher from the class should be reported to the Chairman of the Department or to the Provost and Dean of the Faculty, if the Chairman cannot be reached. This report should be made in advance of the absence, if possible.

When a faculty member attends a professional meeting he should make appropriate arrangements with the department chairman for taking care of his classroom responsibilities during his absence.

Promptness in beginning and dismissing classes is important in maintaining the schedule. In the six buildings in which most of the College classes are held, buzzers ring for the opening and closing of each class period.

5. Examinations

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for such a change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such a case the students are entitled to have until the end of the scheduled time for the examination to submit their term papers.

On May 17, 1960, the faculty passed the following regulation regarding the placement of final examinations in the library for student use: "If a particular final examination is returned to the student, the faculty member shall place the copy of this examination in the library for the use of future students who take the course."

On May 2, 1967, the faculty adopted the following resolution relative to the keeping of examinations and term papers by faculty:

> Examination papers, particularly final examination papers, and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed, so that they will be available for examination by students. It is understood that papers from the spring term will be kept through the fall term. Faculty members leaving the College are asked to leave their record books with the department chairman or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order that they will be available for checking records if

this is necessary.

6. Grade Reports

Grade reports for failing, barely passing, or incomplete work are made to all freshmen students at midterm. Final grade reports are mailed to students at their homes at the close of each term.

Three passing grades are used at the College. These are honors (H), high pass (HP), and pass (P). The honors grade is given for outstanding work. The high pass grade indicates that the work is of superior quality but not outstanding. Other work of passing quality is given a grade of pass.

Students who fail a course are given a grade of failure (F). An incomplete (I) is given a student who is passing but, because of illness or some other reason beyond his control, has not completed the work of the course. It is not intended to cover negligence in turning in assigned work. An I may be given only upon the initiative of the instructor, and, except when special permission is granted by the Dean of the Faculty, must be removed by the end of the first week of the new term if given in the Fall or Winter Terms, and within one calendar week after the close of final examinations in the Spring Term.

The condition grade of (X) permits a student to take another final examination or repeat other work in the course at the discretion of the instructor. A conditional grade is regarded as a failure until it has been removed. If the work is satisfactorily repeated within the period of time set by the instructor, which must not be later than one month after reenrolling, the grade is changed to a pass (P); otherwise, it becomes a failure (F). A grade of F is mandatory if a student is dropped from a course by an instructor for lack of attendance.

The warning grade of (Y) is given only to freshmen at the time of the midterm grade report when a student is barely passing a course.

Final grade cards are due in the Registrar's Office twenty-four hours after the close of the final examination period. It will be appreciated if reports that can be completed earlier are turned in as soon as possible.

The approval of the Dean of the College is required for withdrawal from a course, whether the student is a resident or a non-resident student, and such permission is ordinarily not granted except in emergency or other unusual circumstances. Any student whose withdrawal from a course is approved shall receive a grade of W if the withdrawal occurs within the first four weeks of the term. Fall or Spring Terms, within the first two weeks of a course that extends throughout the Winter Term, or within the first week of a course that is taught during January or February only. Withdrawal after these dates will require a decision by the faculty member

as to whether or not the student was passing the course at the time of withdrawal. If the faculty member agrees that the student was passing, he shall receive a grade of W. If he should be failing, the grade will be recorded as WF.

Beginning in September, 1967, students have been allowed to choose individually and in each course whether or not they wish to receive merely "credit" or a grade in each course. In case of failure, under either choice, an F grade is recorded.

Some courses are offered on a "credit-fail" basis only, and students who register for these may not receive a grade, if they pass the course.

Periodic analyses of grade distribution are made by the Registrar and these are made available to the faculty.

7. Confidential Treatment of Records

On May 6, 1969 the faculty approved the following: "Materials submitted in support of application for admission must be confidential within the faculty and professional staff."

On April 4, 1967, the faculty approved the following: "To minimize the risk of improper disclosure of information, a student's academic record should be kept separate from his disciplinary record. The face of a student's academic record (and therefore a transcript of his record) should carry, in addition to the usual information concerning courses and grades, the statement that unless otherwise noted, the student is in good academic standing. Additional permanent notations on the face of the academic record should be limited to: academic probation, dismissal for academic reasons, and dismissal for non-academic reasons. (See also p. 23, sec. 8.)

8. Academic Evaluation and Appeal Procedure

The Student Handbook on Page 3 gives the procedure that a student may follow if he feels that his work has been unfairly evaluated by a faculty member.

ADMINISTRATIVE REGULATIONS

Compliance with the following administrative regulations is also requested:

1. Desk Copies

Since most publishers will supply desk copies free, the Bookstore has prepared forms which can be used to order these desk copies. They should, of course, be ordered in plenty of time so that they are here when classes begin. In a few cases, particularly when the texts are paperbacks

or are imported, desk copies may not be available. We do not want a faculty member to have to pay for the text books used in the course and in these cases the College will purchase the text books, but we do not like to have to pay for those copies that will be supplied free by the publisher. Any textbook taken from the Bookstore must be signed for by the faculty member and by the Dean of the Faculty. The book will be charged until it has been replaced by a desk copy.

2. Smoking

No smoking is allowed in any classroom (except seminar rooms), studio laboratory, library lounge areas, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

3. Safety

Lake Forest College has recently become subject to the Federal Occupational Safety and Health Act of 1970. The purpose of the Act is to assure safe and healthful conditions of work for everyone. Since we are required to maintain injury and illness records, your concern for safety and your cooperation in reporting is essential if we are to have an effective program.

Each faculty member is asked not only to exercise care but to report dangerous working conditions, such as slippery floors, inadequate wiring, sidewalk hazards, etc. Everyone is asked also to report accidents on forms available from Mr. Lewandowski, of the Personnel Department and to attend meetings and films on safety and health when they are offered. Those in charge of laboratories, in particular, are asked to know the appropriate safety regulations and see that they are observed.

4. Telephone

The Business Office is in charge of the telephone exchange. Incoming calls will reach the offices of faculty members from 8:30 a.m. to 9:00 p.m. Monday through Friday. On Saturday the hours are 9:00 a.m. until 5:00 p.m., and on Sunday 12:00 noon until 5:00 p.m. Outgoing calls to the following communities may be made by dialing 7 first and then the number being called. All other calls are to be placed with the College switchboard operator, who is on duty from 8:30 a.m. to 5:00 p.m. Monday through Friday.

Aptakisic	Gurnee	Lake Forest	Prairie View
Bannockburn	Half Day	Libertyville	Riverwoods
Deerfield	Halsey Village	Lincolnshire	Rondout
Downey	Highland Park	Long Grove	Vernon Hills
Forrestal Village	Highwood	Mettawa	Wadsworth
Fort Sheridan	Indian Creek	North Chicago	Waukegan
Green Oaks	Lake Bluff	Park City	Wilson
Great Lakes			

5. Departmental Purchases

Certain departments have departmental budgets for instructional equipment and supplies. Other departments which occasionally order instructional equipment are asked to anticipate these needs when the budget for the following year is prepared and request budget allocations for them. One budget allocation is made for all other departments together.

Purchase requisitions are submitted by the Chairman of the Department to the Dean of the Faculty for approval. A manual on purchasing is issued by the Business Office and the procedure is outlined in it.

Requests for budget allocations to cover wages to student assistants are made to the Dean of the Faculty. Employment of an individual student must be arranged with the Financial Aid Office and hourly wage scales are prescribed by the College.

Purchases of supplies for office use and examination booklets may be made at the Bookstore. Items purchased are listed on the charge slip. All faculty office supplies are charged to one account, the number for which is 710-5.

In order to reduce costs of printing letterhead paper for correspondence, each member of the faculty is asked to request departmental stationery of the Chairman of the Department rather than directly of the Printing Department. This will enable departmental needs to be pooled. Because changes in faculty personnel may make stationery with names printed on it obsolete, the policy now in effect in administrative offices will be followed in printing departmental stationery. Only the name of the department will be printed in addition to the Lake Forest College heading common to all College stationery. You are asked to use less expensive plain paper and the reusable or plain envelope for campus mail rather than the printed stationery supplied for off-campus correspondence and for official on-campus College correspondence.

6. Mail

The faculty mail boxes are located in College Hall. Mail distribution to the boxes is made by the Business Office. Each faculty member is asked to check his assigned mail box regularly since announcements as well as United States mail are distributed through these boxes.

Outgoing mail should be deposited by 4:00 p.m. in order to have metered postage attached. The slots for deposit of United States mail and campus mail are located in College Hall. The name of the office or department sending the mail should be placed on the envelope.

7. Additional Employment

A currently enrolled student or his family may not engage a faculty member to render a service to the student for pay. This policy prohibits a faculty member from tutoring a student or counseling with him for pay,

whether he is in one of the faculty member's classes or not.

A full time faculty member may not accept a part time position during the regular College year (September to June) without the prior consent of the Provost and Dean of the Faculty. This policy is not intended to discourage a member of the faculty from giving individual lectures or from writing articles, for either of which he may receive a fee, but is intended to cover outside teaching responsibilities, regular consulting, and similar activities that may regularly take up the faculty member's time.

8. Rights of Privacy for Faculty, Staff, and Students

The College desires to protect its undergraduates and employees from improper disclosures of information, violating the confidential relationship appropriate between an educational institution and its personnel. Accordingly, it is our official policy not to send transcripts of record to other colleges or universities, to prospective employers, to government agencies or anywhere else except at the specific request of the student or the graduate himself. The same policy applies to information concerning any student's activities outside the classroom: membership in organizations, disciplinary difficulties, participation in demonstrations, etc. These are matters of confidence, and the College will not disclose them to anyone unless the student authorizes such release. Any official written communication from the College should be requested in writing by the student. Informal, verbal references in conversation or by telephone should be ruled by caution and restraint, seeking to protect the individual from disclosures that are properly matters of private record and not for public information. Any item that is already public, i.e. the fact of attendance at or graduation from the College is obviously not confidential and need not be treated as such. (See also p. 20, sec. 7.)

Any person on the College payroll deserves similar protection. No information should be transmitted to any source without specific request and authorization by the individual concerned.

9. Security

Losses of College owned equipment have been heavy in recent years. Faculty are asked to lock the doors of their offices when they are unoccupied and to keep secretaries' offices, equipment rooms, and laboratories locked except when they are in use. Outside doors of buildings should be kept locked when they are scheduled to be closed. When a faculty member uses his outside door key to enter a building, he or she should be careful to see that the door is locked after use.

Keys for offices, classrooms, and laboratories are available to faculty upon requisition from the office of the Physical Plant. Forms requesting the keys are obtained from the Dean of the Faculty, whose approval is required. Faculty may request that keys be issued to individual students to enable them to enter rooms in classroom buildings, but each requisition must be signed by the faculty member, the student, and the Dean of the Faculty. Master or sub-master keys are not issued to

students and faculty members are asked never to lend such a key to a student.

THE FACULTY IN POLICY FORMATION

The governance system now in use on the campus was adopted by the faculty, the student body, and the trustees in April, 1972. It is contained in a separate section of this Handbook.

According to the Bylaws of the College:

> It shall be the function of the faculty to sit as a legislative body and, subject to the veto of the President, to adopt rules and regulations governing the academic requirements of the student body and recommend the granting of degrees in course. The faculty shall keep a book of minutes of its meetings.

1. Meetings

Meetings of the faculty are held regularly on the first Tuesday of each month. The last faculty meeting of the year is held the day before Commencement, at which time the faculty recommends the candidates for degrees. By action of the faculty on March 16, 1954, "attendance at faculty meetings is compulsory unless other College business interferes."

2. Voting

According to the action of the faculty on May 18, 1965:

Voting privileges are for those members of the faculty who teach a full course load or who have duties equivalent to a full course load.

In addition, those part time members of the faculty who are in their second year on the faculty, who teach a minimum of three courses per year, and who agree to attend faculty meetings on a regular basis may be extended the privilege of voting if approved by the faculty. This action was taken by the faculty on November 17, 1964.

3. Rules of Procedure

At its regular meeting on November 4, 1969, the faculty approved the following statement on procedure:

A. That the faculty adopt Robert's Rules of Order (current edition) as its manual for parliamentary procedures, and that the faculty, because of its size, conduct debate in the manner described by Robert as "Informal Consideration" -- since "Formal Debate" would, for example, limit any speaker to only two statements on an issue.

N.B. If Robert's Rules of Order is adopted, the faculty should be aware that the following would be in effect:

1. A quorum is a majority of all members.
2. Suspension of the rules can be effected only by a 2/3 vote. (2/3 of those present and voting.)
3. Calling the previous question can be effected only by a 2/3 vote.
4. There shall be no voting by proxy.
5. Rules that protect absentees cannot be suspended; e.g., no new business could be introduced at a meeting specially called for another purpose.

B. That the faculty appoint a parliamentarian to rule on matters of procedure.

C. That regularly scheduled meetings convene at 4:00 p.m. and adjourn no later than 5:30 p.m.

D. That substantive matters to be brought before the faculty must be channeled through committees, with the following provisions for exceptions:

1. If any individual, having presented an item to a committee for its deliberation and recommendation, feels that the committee is not acting on the matter with sufficient dispatch, he may, with at least one week's prior notice to the faculty in writing, request that the faculty at its next meeting vote on directing the committee to consider the matter and report on it within a specified period of time.

2. Subsequent to this, if the committee reports back but recommends no action and if the individual is still dissatisfied, he may then request the faculty, again with one week's notice in writing, to suspend its rules and to consider his own proposal.

E. That committee reports requiring faculty action must be distributed in writing a week before the meeting at which the report is to be considered.

F. That if any committee has a proposal to bring to the faculty of such importance that it feels the issue should be supported by more than a simple majority of the faculty, the committee can make a corollary proposal that a 2/3 vote be necessary for passage of the proposal. The faculty would then vote on the procedural motion (a majority vote) before voting on the substantive issue.

4. Dissemination of Information from Faculty Meetings

On May 18, 1965, the faculty approved the following resolution:

"All formal actions taken at faculty meetings will be reported to

the campus community within 24 hours by the Dean of the Faculty, the statement to be approved by the Secretary of the Faculty prior to release. All actions will be reported unless there is a formal instruction to the faculty to the contrary. Copies will be sent to each faculty member, to representatives of the Student Government, and to the student newspaper. Until the statement has been released, the faculty and others eligible to attend meetings are required to refrain from revealing or discussing the actions with anyone except those entitled to attend meetings of the faculty. Meetings of the faculty are regarded as closed and confidential and such matters as motives, reasons, discussions, distribution of votes, and positions taken by individuals shall not be disclosed at any time. This is not to be construed as prohibiting a faculty member from expressing his own views on issues involved as long as this is not identified with the discussions in the faculty meetings.

5. Secretary

The Secretary of the Faculty is elected by the faculty in accordance with the procedure adopted October 20, 1959:

> Each member of the faculty shall vote for a first and second choice at the time of the election of the members of the General Policies Committee. . .; the two persons receiving the highest number of total votes (both first and second together) will be placed on a ballot and each member of the faculty will vote for one of these two. The Secretary shall be elected for a three-year term. The most recent election took place in June, 1972.

FACULTY COMMITTEES

The College governance plan provides for the following standing committees, councils and boards. Functions, procedures, and manner of selection of members are described in the section of this Handbook dealing with College governance:

I. College Policies
   - College Council
   - Faculty Personnel Policies Committee and its Sub-committee on Promotions and Tenure
   - Long Range Planning Committee for Academic Goals

II. Academic Policies
   - Academic Policies Committee
   - Academic Appeals Board
   - Educational and Research Resources Committee

III. Campus Policies
   - College Life Committee
   - Co-curriculum Committee

In addition to these the College Scholar Committee, the Grievance Committee, and the Coordinating Committee on Black Faculty Recruitment are standing committees of the faculty. Faculty members also serve on the

student judicial committees and represent the faculty at meetings of the Board of Trustees and on committees of the Board of Trustees

Committee assignments for 1972-73 are:

College Council

Miss Cowler (2 yr.)	Division I
Mr. Grossman (2 yr.)	Division II
Mr. Coutts (2 yr.)	Division III
Mr. Croydon (1 yr.)	At large

Faculty Personnel Policies Committee

Mr. Faber (3 yr.)
Mr. Troyer (2 yr.)
Mr. Bartlett (1 yr.)
Mr. Weiner (3 yr.)
Mr. Sproat (2 yr.)
Mr. Louch (1 yr.)
(The first three named faculty members of this committee constitute the Sub-committee on Promotion and Tenure.)

Long Range Planning Committee for Academic Goals

Mr. Herlihy (Chairman)
Mr. Checkosky
Mr. Cole

Academic Policies Committee

Mr. Greenfield	One year term - Division I
Mr. Radandt	Two year term - Division I
Mrs. Hale	One year term - Division II
Mr. Moodie	Two year term - Division II
Mr. Donnally	One year term - Division III
Mr. Packel	Two year term - Division III

Academic Appeals Board

Mr. Giere (Chairman)
Miss Bowen
Mr. Cochran

Educational and Research Resources Committee

Mr. Runge (Chairman)
Mr. Fishman
Mr. Galloway
Mr. Shively

College Life

Mr. Behling	Two year term
Mr. Fischer	One year term

Co-Curriculum Committee

Mr. Frederick
Mr. Hansen

College Scholar Program
Mr. Greenfield (Chairman)
Mr. Behling
Mr. Thompson

FACULTY FRINGE BENEFITS

Retirement

The College provides a retirement program through the Teachers' Insurance and Annuity Association. The following provisions apply:

Only full time members of the faculty are eligible for participation in the T.I.A.A. - C.R.E.F. retirement program, except that a faculty member otherwise eligible who is temporarily on a part time appointment or on leave of absence is continued in the program, the contribution to be based on the actual salary paid during the time he is on reduced salary.

Members of the faculty in the ranks of professor and associate professor are eligible for participation.

Members of the faculty in the rank of assistant professor are eligible for participation if they have been full time members of the faculty for three years or if they reach thirty-five years of age and have been full time members of the faculty for at least two years. (The Board of Trustees may waive these requirements for eligibility in individual cases, provided that the faculty member has had five years of full time teaching experience or already has a T.I.A.A. contract.)

Instructors and full time lecturers are ordinarily not eligible for participation but, if individually approved, they may participate on the same basis as assistant professors.

Administrative officers and other professional employees in administrative offices participate on the same basis as the academic rank in which their salaries fall.

Lake Forest College makes the entire required contribution to the T.I.A.A. - C.R.E.F. for eligible members. In some cases, however, members of the faculty make an additional contribution from their salaries, which can be done by salary "reduction" rather than salary "deduction." Information about this option may be obtained from the Dean of the Faculty or from the Controller. For those whose appointments were effective prior to September 1, 1972, the following percentages apply:

Professors	15%
Associate Professors	12½%
Assistant Professors, Instructors, and Lecturers	10%

For those whose appointments are effective beginning September 1, 1972, the percentage is 10% for all eligible participants.

The policies may not be surrendered for a cash settlement except under unusual circumstances, as determined by the T.I.A.A. If a faculty member leaves the College he carries his policy with him and the College contributions remain credited to the faculty member.

Faculty members are covered by the Federal Social Security program.

Retirement occurs at the close of the academic year during which the faculty member reaches the sixty-fifth anniversary of his birth date. Members of the faculty who reach the age of sixty-five after August 31st will retire at the close of the following year. Benefits will continue until the end of August, even though teaching duties have ceased in June. By invitation of the College, a faculty member may accept reappointment annually as a part time teacher for three years after reaching retirement age. Tenure ceases at age sixty-five.

Voluntary retirement, carrying emeritus status, may be elected by a faculty member between the ages of sixty and sixty-five. A faculty member who chooses to retire and is granted emeritus status before age sixty-five is no longer considered to be on tenure.

Faculty Dependents' Tuition

Lake Forest College will contribute toward the costs of college tuition of sons and daughters who are dependents of faculty members. For those faculty members whose appointments were effective prior to September 1, 1972, the contribution is the actual cost of tuition up to a maximum of $ 2,750. For those whose appointments are effective September 1, 1972 and thereafter, the contribution is the actual cost of tuition up to a maximum of thirty-five per cent of the tuition at Lake Forest College at the time. No contribution will be made to cover costs not included in the comparable charge to other students who attend Lake Forest College. This means that room, board, student insurance, activity fees, and like items are excluded. The payment, which is made directly to the college or university in which the son or daughter is enrolling, is continued until a total of four academic years of undergraduate work has been subsidized or until a baccalaureate degree has been awarded, whichever time is less. Graduate or post-graduate professional work will not be subsidized. Subsidy ceases when the faculty member reaches the normal retirement age or upon death of the faculty member before retirement, except that if death occurs during an academic year the subsidy will be paid for the remainder of the academic year.

Faculty members, their spouses, and children will receive free instruction in regular classes. An admission fee of $15 is charged at the time of first registration for credit and the student activity fee must be paid by the student. Private lessons and tutorial and independent study are not included.

Insurance Program

Health and life insurance programs for the full time faculty and all other full time employees is provided. The details of the plan are outlined in a booklet available from the Business Office. The College pays the health insurance premium for the employee and for his family. Children over 14 days and under 21 years of age are covered and children over 21 who are students are covered if the employee is entitled to an income tax deduction for the child.

Life insurance and accidental death and dismemberment benefits in the amount of one and one-half times salary (up to $40,000 coverage) is carried by the College at no cost to the faculty member. This insurance decreases by 5% at the beginning of the academic year after the faculty member reaches the fifty-fifth anniversary of the date of his birth and each year thereafter decreases by 5%, calculated to the nearest $100.

The College provides a salary continuation insurance plan for all full time members of the faculty and for administrative officers of the College. This fringe benefit provides income for an indefinite period of total disability after three months from the beginning of the disability. The premium will be paid by the College. The first three months of full salary is paid from the current salary budget. The insurance company pays 66 2/3% of the monthly salary up to a maximum of $1,000 of payment per month during the period of disability. The T.I.A.A. premium, if the faculty member or administrative officer is on T.I.A.A., is also paid by the insurance company.

The insurance program is administered by the Business Office.

Leaves of Absence

Applications for sabbatical leaves are received by a designated time each fall for the following academic year from members of the faculty on tenure who have completed six years at Lake Forest College and who have not reached the sixtieth anniversary of their birth dates. Seniority as well as the purpose of the leave will be primary considerations in determining those to whom leaves of absence will be awarded. It is expected that research, writing, or post-doctoral study will be the usual activity. Leave will be for a full year at three-fourths salary or for one term at full salary and is contingent upon finding an adequate replacement. Eligibility for sabbatical leave is not a guarantee that leave will be granted.

In addition, leaves of absence without salary may be granted upon application if the intended use of the leave seems to be in the best interests of the College as well as the faculty member and if a suitable replacement can be found.

Leaves usually should not be more than a year in length nor come more frequently than once in three years. Exceptions to this rule are possible for such purposes as the public service.

Leaves of absence for up to one year will not ordinarily affect normal consideration of a faculty member for a salary increase, for promotion, or for eligibility for tenure. If an exception to these policies is to occur, notice of such exception must be given to the faculty member in writing at the time the leave of absence is granted. A non-tenured member of the faculty may, therefore, unless informed otherwise in advance or unless he requests that it not count, assume that a single year or less of leave will count toward the time required before tenure is granted. A tenured member of the faculty will not, however, be allowed to count a leave of absence toward eligibility for a sabbatical leave of absence except as provided in the above second sentence of this section.

The contribution of the College to T.I.A.A. while a faculty member is on sabbatical leave of absence is based on the salary actually paid to the faculty member rather than on the salary he would have received had he not been on leave. All other benefits are paid in full. The College pays no benefits for a faculty member on leave of absence without salary.

A member of the faculty on sabbatical leave is not permitted to accept for the nine month College year total earnings in salary and grants in excess of the full salary he would have earned if he were teaching at the College rather than being on sabbatical leave. If salary or a grant in excess of one-fourth of the "full" salary that would be earned in residence is accepted, the amount contributed by Lake Forest College will be reduced so that the total income does not exceed "full" salary. Expenses necessary for the project may be deducted from a non-taxable research grant before computing total earnings.

Ordinarily a faculty member on sabbatical leave is not permitted to teach at another college or university, but in unusual circumstances, he may request that he be permitted to accept such employment while he is on sabbatical leave provided it is for not more than one-fourth time and that his salary from the other college is not more than one-fourth of the salary which he would receive from Lake Forest College that year if he were teaching full time. The project expense exemption does not apply in this case. For example, he will not be allowed to earn more for teaching in order to cover travel expenses to the college or university at which he is to do part time teaching.

Summer Research Grants

Summer research grants to cover the costs of research are available to full time instructors, assistant professors (not on tenure), and lecturers. Application must be made by a designated time in the late fall preceding the summer during which the grant is to be used. Eligibility for a grant is not a guarantee that a grant will be awarded, since budget limitations may prevent awarding grants to all applicants. A special grant in the humanities, supported in part for four years by the Ford Foundation, is available in addition to members of the faculty who teach in Division I. This grant is available to all full time members of the faculty in this division.

Summer research grants, even though awarded several months before their effective date, are cancelled for persons who resign effective on or before August 31 of the summer during which the grant would have been used.

Caps and Gowns

The College provides caps and gowns (but not hoods) for the use of the faculty. The faculty member keeps them as long as he or she is a member of the faculty.

Professional Meetings

The following plan for reimbursement of expense incurred by faculty members when attending professional meetings is in effect:

1. Round trip air coach fare (upper limit is the fare to San Francisco) will be allowed.

2. Payment of between $12.50 to $25.00 per night for room costs for the number of nights required for attendance at the meetings up to a maximum of four nights will be allowed.

3. One trip per year per faculty member who is eligible will be allowed.

4. In order to keep the total costs of attendance at professional meetings and conferences within the budget allocation for a given year, the Dean of the Faculty will determine at the beginning of the academic year whether 100% or some lower percentage of the figure calculated according to the above guidelines can be paid to each individual faculty member.

5. Other costs, such as those for meals, transportation to and from the airport, gratuities, and conference fees, will not be paid by the College.

6. There will be no reimbursement for a meeting within fifty miles of the campus.

7. There will be no reimbursement to a faculty member who is appointed to the faculty with the understanding that the appointment is a temporary one of one year or less.

8. There will be no reimbursement to a faculty member who is part time except for those who have been granted the privileges of full time faculty by vote of the faculty.

9. If a faculty member wishes to attend a professional meeting outside the continental United States, he will be allowed the fare to San Francisco toward the cost of transportation. If he has not attended a professional meeting at the College expense in the fiscal year preceding the meeting outside the continental United States, he may have the fare equal the fare from Chicago to New York from the budget of the preceding

fiscal year and the fare from Chicago to San Francisco in the fiscal year during which the meeting takes place. The restriction to a maximum of four nights applies here as it does to domestic trips.

College Housing

The following policies are in force with respect to the assignment of College housing:

1. When a member of the faculty is granted tenure, he shall be given notice to vacate the College house or apartment that he is occupying by the end of the next academic year.

2. When a member of the staff who is not eligible to be considered for tenure receives a salary equal to or above the minimum salary of an associate professor for the same academic year, he shall be given notice to vacate the housing which he is occupying by the end of the next academic year.

3. Those individuals occupying College housing who have not yet received tenure or, in the case of members of the staff, have not achieved the salary level specified in Section 2 above, shall have their occupancy status reviewed at the end of eight years in College housing.

4. In addition to chronology of request, such factors as family size, and base salary shall be considered in the assignment of available housing.

5. Certain houses and apartments may be set aside for the use of administrative officers and staff whom the College administration determines should live on or near the campus because of their particular duties.

6. A committee consisting of the Dean of the Faculty, the Business Manager, and the members of the Sub-committee on Promotions and Tenure determines the priority of assignments when factors other than chronology of request are to be taken into consideration in the assignment of the available housing. This committee will also participate in the review of the occupancy status of those individuals covered in Section 3.

Emeritus Professors

Emeritus professors will retain full faculty rights and privileges exclusive of tenure, salary, direct financial benefits, committee membership and the vote. It will be the obligation of the Dean of the Faculty to make appropriate arrangements for the emeritus professor's access to college facilities and events. Among these rights and privileges will be included the following: the use of office space and laboratory facilities when available; free use of the library and sports center facilities; a faculty mailbox if requested; attendance at college sponsored academic, social and athletic events under conditions accorded all faculty; membership in college-associated organizations; attendance at faculty meetings; a listing in the staff directory; and participation in commencement ceremonies.

THE LIBRARY

Lake Forest College has two library buildings. The Donnelley Library is open during the regular school year according to the following schedule:

Monday through Friday. . .	8:00 a.m. to 12:00 Midnight
Saturday	8:30 a.m. to 5:00 p.m.
Sunday	2:00 p.m. to 12:00 Midnight

(No reference service after 10:00 p.m.)

The Freeman Science Library's hours are as follows:

Monday, Tuesday, Wednesday, Thursday . .	8:30 a.m. to 10:00 p.m.
Friday, Saturday	8:30 a.m. to 5:00 p.m.
Sunday	2:00 p.m. to 10:00 p.m.

During the summer terms and school vacations both libraries are open on week days only (Monday through Friday) at hours posted.

The entire library collection numbers approximately 120,000 volumes of books, journals, and major reference works, including several valuable collections which have been given to the College. Approximately 850 current periodicals and scholarly journals are received regularly. Recently the library was designated as a depository for selected United States Government documents. Readers are available for the use of microfilm and microcard materials owned by the library or obtained through loan or purchase by individuals.

The library uses a divided catalogue with all subject references in one alphabetical section and author and title references in the other. The books are classified and arranged on the shelves according to the Library of Congress system of classification, being located on the upper floor of the building. Books of particular value or unusual rarity are shelved in locked cases in the Treasure Room, an area adjacent to the mail collection of books. They are available upon request from the loan librarian in charge. Current issues of periodicals are displayed in the periodical reading area to the right of the main entrance to the library. Back files of journals and magazines are shelved in an adjacent stack area, arranged alphabetically by title. Government publications such as the Congresssional Record, Bureau of Census reports, and other uncatalogued serial publications are located in the center section of the lower floor, which is accessible through the central stairway. The arrangement of books and periodicals is designed to permit free access by faculty and students to all materials for use within the library.

Members of the faculty may request that certain books needed for specific assignments be placed on closed reserve shelves. These books are shelved in stacks behind the loan desk and are dispensed upon request by student clerks who are in attendance. It is understood that these books are to be used within the library during library hours, being charged out for home study at the closing hour only. Faculty members are requested to

submit reserve lists well in advance of assignments so that the books may be available when they are needed for reserve purposes.

Faculty members needing material for research projects or work on dissertations may request material from other libraries on inter-library loan. This service is extended through the circulation department of the library. Scholarly libraries located in the Chicago metropolitan area are open to the faculty member if this library is unable to supply the specialized material he needs. However, in almost every case, some identification as a member of the College faculty is required. Each faculty member is provided with a library card for use in borrowing books from this library. The card bears the faculty member's name and indicates that he is a member of the Lake Forest College faculty. Anyone wishing to make use of the libraries listed below should consult the Librarian regarding these credentials. The libraries are:

John Crerar Library (Chicago) - specializing in science, technology, and the social sciences.

Library of International Relations (Chicago) - (Lake Forest College is a member) specializing in foreign newspapers, magazines and official documents.

Newberry Library (Chicago) - restricted to literature, history and the arts.

Northwestern University Library (Evanston)
Northwestern University Technological Institute Library (Evanston)

University of Chicago Library (Chicago)
Chicago Public Library (Chicago)

The library is the heart of the college. The library staff is primarily dependent on its faculty for maintaining the strength of its collections. Therefore, it is the responsibility of each faculty member to order library materials in his area of competence subject to the direction of the department chairman (cf. p. 14, sec. 5) . General works, replacements, reference works, and general periodicals are selected by the Librarian.

In determining which books or periodicals to order, faculty members should take into account the following guideline : The library collection shall contain the basic works in each discipline, suitable for the study and reference needs of undergraduates. In addition (since the library has limited funds and space) departments are encouraged to further specialize in selected areas within their discipline and, in cooperation with other departments, in inter-disciplinary fields of concern.

The following policy with regard to the selection of materials for purchase has been worked out between the Librarian and the faculty:

(2) Primary source materials are purchased in fields in which they will be useful in undergraduate instruction whenever the budget allows and such materials are available.

(3) Purchase of textbooks is discouraged as a general practice except when particular need is shown for collateral reading material or a text covers material not otherwise available. (The library does not acquire any textbook currently designated as a text for a course.)

(4) As many technical periodicals and abstracting journals are purchased as funds permit.

THE ADMINISTRATION OF THE COLLEGE

The chart on Page 38 shows the administrative structure of the College.

MEMBERS OF THE FACULTY OUTSIDE THE CLASSROOM

The normal social life of the campus provides many opportunities for for faculty members to get together with each other and with students. Through the churches of the community, through some of the community organizations, and through a series of activites involving the faculty members and the community, which the faculty arranges, faculty members have some opportunity to meet other people who live in the town of Lake Forest. There are, however, only a few planned social activities on campus which involve the whole faculty. Usually there is held in the fall a reception for new faculty and staff people. The Campus Circle, to which women faculty and staff members and the wives of the faculty and staff members belong, also plans one or two social events involving all faculty and staff members sometime during the year.

Faculty members are welcome to use the coffee shop in the Commons where students congregate. Many members of the faculty use their homes either for social occasions or for meetings. This is a particularly good way to get better acquainted with advisees. The College will reimburse members of the faculty for the out-of-pocket expenses of entertainment for students. Requests should be presented in advance to the Dean of the College.

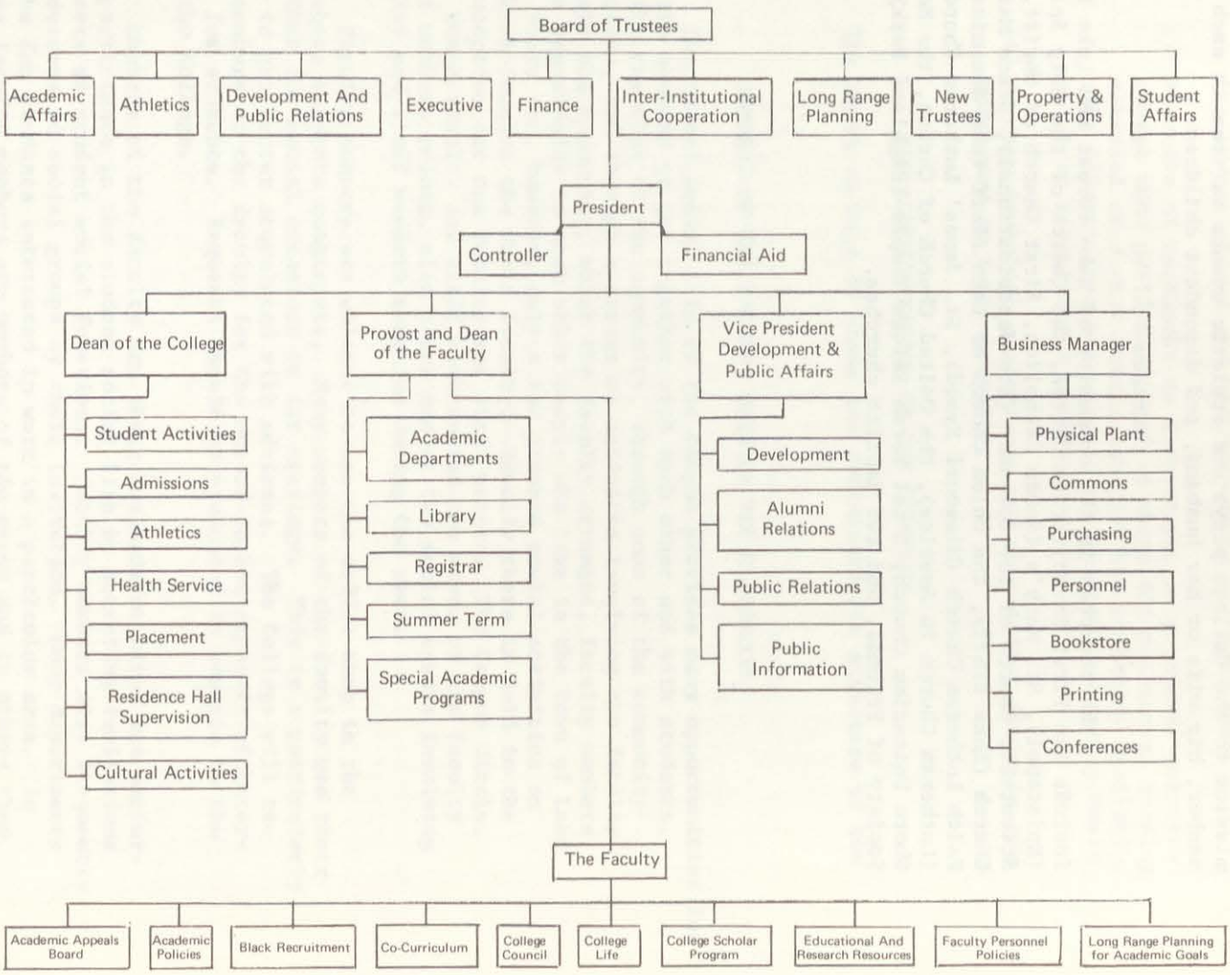
Members of the faculty and their husbands or wives are encouraged to participate in the student social life by accepting invitations to be guests at student social functions. Faculty members also frequently act as advisers to social groups by their invitation. Many departments have clubs for students interested in work in a particular area. In some cases faculty members are members of the group and in others they serve as advisers.

The College sponsors a program of cultural and religious activities. Many cultural events are scheduled on the campus during the year. Most of these are open to the faculty without charge. Admission to the College plays and athletic events is free to each faculty member, his wife or her husband, and dependent children.

Churches

The churches in the community of Lake Forest and Lake Bluff include the First Presbyterian Church, the Church of the Holy Spirit (Episcopal), St. Mary's (Roman Catholic), First Church of Christ, Scientist, Church of the Covenant (non-denominational), Grace Methodist Church (Lake Bluff), the Union Church of Lake Bluff (non-denominational), Faith Lutheran Church (Missouri Synod), St. James' Lutheran Church (Lutheran Church in America), the United Church of Christ, the North Shore Unitarian Church, B'nai Torah Reform Temple (Highland Park), the Society of Friends, and two Baptist churches.

ADMINISTRATION ORGANIZATION CHART



LAKE FOREST COLLEGE

GOVERNANCE

LAKE FOREST COLLEGE GOVERNANCE

INTRODUCTION

The Committee on College Governance was appointed by President Hotchkiss in June, 1971; student members were appointed after a preliminary slate was selected by student government and faculty members were chosen in consultation with the General Policies Committee of the faculty.

Beginning in September, the Committee has met regularly, at least once per week, and recently twice a week. It devoted considerable time to a study of governance procedures at other colleges and undertook a detailed survey of the actual governance of Lake Forest College. In accordance with this study, the Committee established the following aims:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.

2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.

3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.

4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.

5. To establish clarity of authority, responsibility, jurisdiction and therefore accountability.

Working from the present structure of governance while striving to make it more nearly conform to these principles, the Committee has unanimously recommended the adoption of the attached proposal.

William Martin
Michael McIver
Michael Monahan
John Nelson
Friedhelm Radandt
Ben Ryan
Arthur Zilversmit

SECTION I

College Policies

A. COLLEGE COUNCIL

1. Duties:

a. Advises the President.

b. Considers problems and concerns brought to the committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of college governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, educational research and resources, or student life, these recommendations must be referred to the appropriate committee for further study, reports, or recommendations.

c. Advises the President on budget priorities for the College.

d. Acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including student government) has exceeded, violated, or not fulfilled its constitutional role.

2. Composition:

a. Four faculty members, three to be nominated by division and elected by the faculty at large to staggered two-year terms, one to be nominated and elected by the faculty at large to a one-year term.

b. A member of the Executive Committee of Student Government.

c. Three students to be elected by the student body at large. Nomination as follows: the Faculty Personnel Policies Committee and the Executive Committee of the Student Government will hold a common meeting ten weeks before the end of the academic year, at which time they will constitute a nominating committee. By a two-thirds majority they will nominate a minimum of three, and no more than six students, for election to the College Council.

Students may also have their names placed on the ballot by presenting to the Dean of the College no later than one week before the election a petition signed by at least fifty students. No student may sign more petitions than there are vacancies for student members at large of the College Council. The petitions will be checked by the Dean of the College and the Executive Committee of Student Government. The election of students to the College Council will take place two weeks prior to the general student election in the Spring.

d. The President who serves as Chairman.

e. The administrative officer who assumes the role of Acting President when the President is unavailable.

3. Procedures:

The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairman.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure,

and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.

c. Advises the President on faculty appointments.

d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall whenever possible maintain effective continuity in committee appointments.

f. Nominates faculty members for election to the College Life Committee.

g. Advises the President on the appointment or re-appointment of department chairmen. Each department chairmanship shall be reviewed by the Committee at least every three years.

2. Composition:

a. The Dean of the Faculty.

b. Six faculty members to be elected as follows:

(i) Promotion and Tenure Sub-Committee: three full professors (ordinarily one to be elected each year) to serve three-year terms. Nomination and election by the faculty at large. These members will not be eligible for re-election to the Promotion and Tenure Sub-Committee for three years. (The Dean of the Faculty is a member of the Promotion and Tenure Sub-Committee.)

(ii) The remaining positions on the Committee (ordinarily one to be filled each year): any full-time member of the faculty shall be eligible. Nomination and election to three-year terms by the faculty at large.

(iii) The Committee shall elect its own chairman.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:

Studies and formulates the academic long-range goals of the College and proposes means of achieving them.

2. Composition:

a. Dean of the Faculty.

b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).

c. The Faculty Personnel Policies shall recommend to the President which member of the Committee shall serve as its chairman.

3. Procedures:

a. The Committee shall prepare a master plan, setting forth its views of the College's academic goals and the ways and means of achieving them, projecting current trends into the future, and delineating the College's direction for the next five years. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.

b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, the appropriate personnel for extended periods of time, i.e., students, alumni, administrative officers and other faculty members.

c. It is expected that a supporting grant will enable the three faculty members of each Long-Range Planning Committee to participate in the work of this committee during at least one summer.

d. The Committee shall present a formal annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

SECTION II

Academic Policies

A. ACADEMIC ADVISORY COMMITTEES

1. Duties:

Advise departments and major committees on curriculum, appointments, and departmental activities.

2. Composition:

Three majors, elected at a meeting of all majors. It is the responsibility of the Dean of the Faculty to call such elections no later than ten weeks before the end of the academic year. In the case of departments not offering a major (e.g., Religion and Education), three students shall be elected at a meeting of all students taking courses in these departments.

3. Procedures:

Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee. (In addition to the Department Chairman's letter on these matters to the Faculty Personnel Policies Committee and/or the Academic Policies Committee, any member of the Academic Advisory Committee, Interdisciplinary Committee, or of the department's staff may submit a letter expressing his own point of view.) A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:

a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of the Faculty some discretionary authority in interpreting these rules. The Dean of the Faculty is required to inform the Committee regularly of his interpretation of academic policy in specific cases.

b. Evaluates curricular recommendations made by departments and interdisciplinary committees.

c. Advises the President on the distribution of faculty within the College.

d. Establishes methods for regular student evaluation of courses.

e. Establishes and reviews policies on admissions and financial aid.

f. Clarifies the intent of academic policies at the request of the Academic Appeals Board and reviews the desirability or necessity for changes in the academic rules in light of the

actions taken by the Appeals Board and the Dean of the Faculty.

2. Composition:

a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).

b. Three students elected as follows: At a meeting of the Academic Advisory Committees at the divisional level three candidates shall be nominated by each division. (Advisory Committees for interdisciplinary majors may choose which division they wish to join for the purposes outlined here.) It is the responsibility of the Dean of the Faculty to call divisional meetings of the Academic Advisory Committees no later than nine weeks before the end of the academic year for the purpose of nominating student candidates for the Academic Policies Committee. Candidates will then be elected at a general college-wide student election, no later than the seventh week before the end of the academic year, each full-time student voting for one candidate in each division.

c. The Dean of the Faculty.

d. Separate chairman and secretary elected by each committee.

3. Procedures:

a. Recommendations for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such decision places the matter on the agenda of the Academic Policies Committee for discussion and action.

b. When appropriate, the Director of Admissions and Financial Aid should be asked to meet with the Committee.

c. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:

a. Rules on cases in which students appeal to the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. They must report on all exceptions, giving reasons for their decision at the next faculty meeting. These decisions are subject to veto by a majority vote of the faculty.

d. Reports in detail to the Academic Policies Committee at least once per term.

2. Composition:

a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairman. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar are non-voting members. The Registrar serves as secretary of the Committee.

c. The Dean of the College shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures:

a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.

c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

D. EDUCATIONAL AND RESEARCH RESOURCES COMMITTEE

1. Duties:

Considers and recommends policies for the library, bookstore, computer center, audio-visual aids, and similar resources.

2. Composition:

a. The Director of the Library.

b. The Provost.

c. Four faculty members appointed by the President on the recommendation of the Faculty Personnel Policies Committee. Divisional representation should be maintained in the selection of faculty members to serve on this committee. Faculty members are appointed for one-year terms.

d. Two students appointed by the President of Student Government on the recommendation of the Executive Committee of Student Government which will receive written applications for these positions.

e. The Faculty Personnel Policies Committee shall also recommend to the President which member of the Committee shall serve as chairman.

3. Procedures:

When appropriate the Committee shall ask the Director of the Computer Center, the Manager of the Bookstore, or other college personnel to meet with it. The Committee shall issue frequent reports to faculty and students and at least once a year submit a detailed written report.

SECTION III

Campus Policies

A. COLLEGE LIFE COMMITTEE

1. Duties:

Considers and recommends policies on health, food, housing, and psychological services; career planning; athletic programs; and athletic and recreational facilities.

2. Composition:

a. The President of Student Government.

b. Three students to be elected by the student body at large as follows: the outgoing

College Life Committee will prepare a slate of no less than four and no more than six candidates for the three vacancies. Students will also be able to place their names on the ballot by presenting to the Dean of the College no later than one week before the election a petition signed by at least fifty full-time students. No student may sign more petitions than there are vacancies for student members on the College Life Committee. The petitions will be checked by the Dean of the College and the Executive Committee of Student Government.

c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election held no later than seven weeks before the end of the academic year. Ordinarily only one position will be vacant each year.

d. The Dean of the College (or a permanent representative from his office, appointed by the Dean of the College). He shall also attend all meetings of the Student Assembly.

3. Procedures:

a. The Committee shall elect one of its student members as chairman.

b. Decisions of the College Life Committee are subject to veto by a majority vote of the entire membership of the Student Assembly.

c. Decisions of the Committee are also subject to veto by a majority vote of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular decision objected to (vacation days and final examination periods not counted). The petitions will be checked by the Dean of the College and the Executive Committee of Student Government.

d. The Committee shall designate one of its members as its spokesman at Student Assembly meetings.

e. All decisions of the Committee are in the form of recommendations to the President.

B. CO-CURRICULUM COMMITTEE

1. Duties:

Plans and coordinates campus cultural and social events.

2. Composition:

a. The Dean of the College (or a permanent representative from his office, appointed by the Dean of the College). He will serve as chairman and administrator of the Committee.

b. The Director of the Off-Campus Cultural Office.

c. Two faculty members appointed by the President upon recommendation of the Faculty Personnel Policies Committee to one-year terms.

d. One student representative from each of the following: Executive Committee of Student Government, Student Film Series, On-Campus Cultural Committee, Off-Campus Cultural Office.

e. The Committee shall invite representatives from other campus organizations to meet with it.

SECTION IV

Student Government

I. It is expected that Student Government will have at least the two following governing bodies: a Student Assembly and an Executive Committee.

A. STUDENT ASSEMBLY

1. Duties:

a. Meets at least once a month and shall review the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.

b. The Assembly shall elect three of its members to serve on the Executive Committee.

2. Composition:

The delegates shall be elected by the student body representing the various housing units as well as the non-resident students.

B. EXECUTIVE COMMITTEE

1. Duties:

a. Administers the affairs of Student Government.
b. Allocates student budget.
c. Sends a representative (from its membership) to the College Council.
d. Sends a representative (from its membership) to the Co-Curriculum Committee.
e. Recommends two students to serve on the Educational and Research Resources Committee.

2. Composition:

a. The President of Student Government.
b. The Secretary of Student Government.
c. The Treasurer of Student Government.
d. Three representatives from the Student Assembly.

II. Should a situation arise when the College Council determines that no student government exists, it shall be the duty of the Dean of the College to see to it that a student government is formed through elections.

SECTION V

Communication

I. Committee secretaries must send copies of all their minutes and reports to the office of the Dean of the College.

Note: Where appropriate or feasible, administrative officers may be asked to serve as secretaries to committees.

II. The office of the Dean of the College shall duplicate and distribute all minutes and

reports to the President, the faculty, the Dean of the Faculty, the Public Information Office, the student newspaper, and the secretary of Student Government.

III. A section in the student newspaper may be published as needed by the Public Information Office at the expense of the College to announce:

a. Committee and student government meetings, agendas, reports, and decisions.
b. Campus events.
c. Statements by the President and other administrative officials.

IV. a. The Dean of the College shall post the minutes and reports of all committees on an official bulletin board located in Commons.

b. The Dean of the College shall publish an election calendar, giving deadlines for submitting nominating petitions when required for elective offices.

V. All committees shall report early in the academic year to the faculty and the students the major thrust of their agenda for the year.

VI. All faculty or joint student-faculty committees must report regularly at faculty meetings. (The Long-Range Planning Committee is exempted from this responsibility.)

VII. All administrative officers, i.e., the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library shall give frequent reports to faculty and students.

VIII. Student members of the various committees must report about their committee work to Student Assembly at least three times a year. (If several students serve on a committee one may act as spokesman for the delegation.)

IX. All student organizations that identify themselves as Lake Forest College groups must register with the Dean of the College.

SECTION VI

General Procedures

I. The President is ex-officio a member of all committees.

II. The Dean of the Faculty is responsible for conducting all faculty elections.

III. The Dean of the College is responsible for conducting all student elections, except the elections to the Academic Advisory Committees, which are the responsibility of the Dean of the Faculty.

IV. a.) If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it is responsible for initiating an election that is congruent with the electoral procedures described herein.

b.) If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the appropriate committee to recommend the new appointment.

V. When absolutely necessary a committee has the right to appoint a task oriented sub-committee but only to study special problems and to bring information and policy options to the appointing committee. These sub-committees may be drawn, in part, from outside the appointing committee's membership.

VI. Procedures for Faculty Elections:

a) 1. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:

No later than ten weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

2. Academic Policies Committee:

No later than eight weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the Academic Policies Committee. Each faculty member shall vote for one eligible candidate in his division for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

3. The College Council:

No later than six weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the College Council as divisional representatives. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy. The Dean of the Faculty will then prepare a new ballot listing the nominees not elected in the previous election. Each faculty member will then vote by secret ballot for one of these candidates. The winner of this election shall serve a one-year term.

4. The Remaining Members of the Faculty Personnel Policies Committee:

No later than four weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Committee. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

b) 1. The elections shall take place in the order stated in this section under VIa.

2. Election to the College Council, the Faculty Personnel Policies Committee, or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees.

3. For the purposes of divisional representation on committees the departments are divided as follows:

I

ENGLISH
FINE ARTS
FOREIGN LANGUAGES
PHILOSOPHY
RELIGION

II

ECONOMICS
EDUCATION
POLITICS
HISTORY
SOCIOLOGY AND ANTHROPOLOGY

III

BIOLOGY
CHEMISTRY
MATHEMATICS
PHYSICAL EDUCATION
PHYSICS
PSYCHOLOGY

Every faculty and joint faculty-xtudent committee elected or appointed shall serve the entire academic year except the Long-Range Planning Committee, which serves three years.

VII. Procedures for Student Elections:

a) 1. No later than the tenth week before the end of the academic year, all nominations by petition for student positions on the College Council must be presented to the Dean of the College, who shall prepare the ballot. Elections for the student positions on the Council must be held no later than the ninth week before the end of the academic year.

2. No later than the tenth week before the end of the academic year the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees. No later than the ninth week before the end of the Spring Term the Dean of the Faculty shall arrange divisional meetings of the Academic Advisory Committees for the purpose of nominating student candidates to the Academic Policies Committee.

3. All nominations by petition for the student vacancies on the College Life Committee and for the office of President, Secretary, and Treasurer of the student government must be submitted to the Dean of the College no later than the eighth week before the end of the academic year.

4. No later than the seventh week before the end of the academic year but not sooner than two weeks after elections to the College Council, the Dean of the College (with the cooperation of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

(i) President, Secretary and Treasurer of the Student Government.

(ii) Three student delegates to the Academic Policies Committee.

(iii) Four student delegates to the College Life Committee.

(iv) The faculty delegates to the College Life Committee.

5. No later than the second week after the beginning of the academic year, the Dean of the College shall arrange elections to be held by each housing unit and by non-resident students for delegates to the Student Assembly.

b) 1. Terms of Office:

The President, Secretary and Treasurer of the Student Government elected during the seventh week before the end of the academic year shall take office no later than the sixth week before the end of the academic year. These new officers, together with the three current members of the Executive Committee, elected by the Assembly, shall prepare the budget for the following year.

2. The terms of office for all student delegates to the Student Assembly, the College Council, the Academic Policies Committee, the College Life Committee, the Co-Curriculum Committee and the Educational Research Resources Committee shall run from the opening of the academic year until Commencement.

However, these students are eligible for re-election or reappointment.

(i) If the delegate to the College Council chosen by the Executive Committee is an officer, he (she) shall continue to serve on the Council until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

(ii) The President of the Student Government shall serve on the College Life Committee from the opening of the academic year until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

3. The terms of office for the Academic Advisory Committees shall be from the time of their election in the Spring Term until the election of the following year.

c) Voting:

Each full-time student may cast one vote for each position on the ballot; cumulative voting is not allowed.

SECTION VII

Ratification and Amendment Procedures

I. Ratification:

a) This College Governance shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

b) Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of the College.

c) The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

d) The Dean of the College shall announce the result of the faculty and student vote simultaneously.

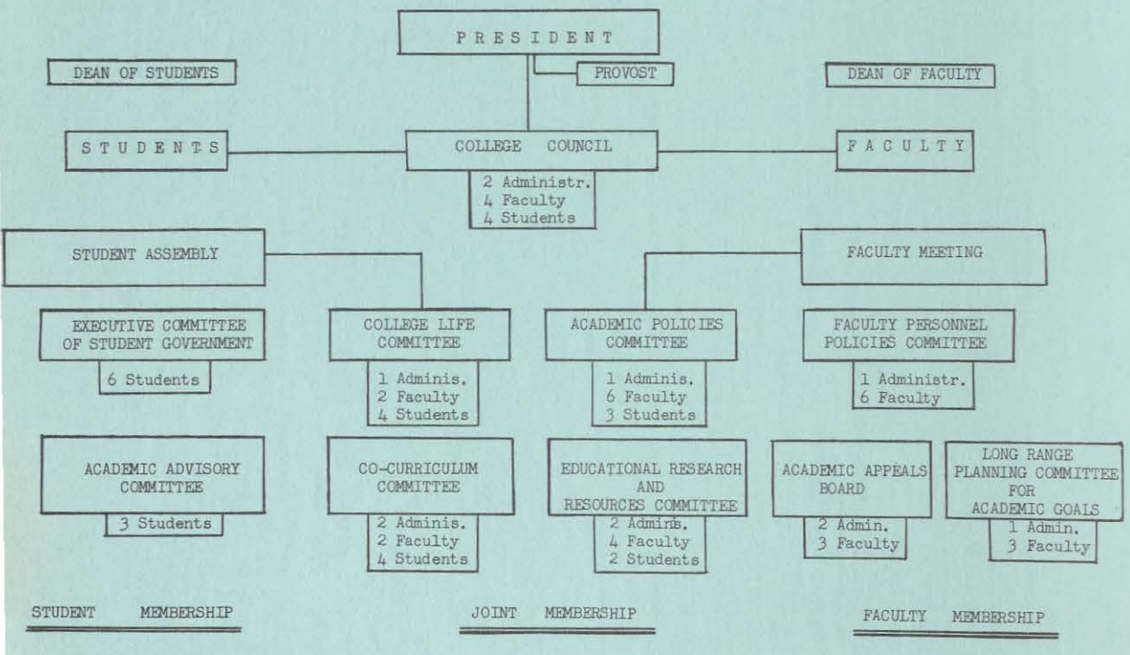
II. Amendments:

a) The College Council is empowered to make minor modifications in this College Governance to assure the better implementation of the spirit of this document by unanimous vote. In no case shall such change become effective until three weeks after their public announcement. If ten percent of the student body or faculty by petition maintain that these modifications are not minor or not in the spirit of the document, such modifications cannot go into effect.

b) 1. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

2. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

3. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.



STUDENT HANDBOOK

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STUDENT GOVERNMENT CONSTITUTION

The Student Government has oversight, within the framework of the College Governance System, of student affairs and supervision of student activities and student activity funds.

A. Student Representation

1) It shall be the duty of the head resident of each dorm to organize and maintain the dorm council in his or her dorm each year.

2) Each Dorm Council shall consist of no less than three elected representatives per each purpose unit in said dorm. Elections shall be no later than the second week of Fall Term.

DORM COUNCIL DUTIES

a. To guarantee that one dorm representative from each purpose unit be elected by his constituency to serve as a General Assembly delegate.

b. To establish and enforce dorm regulations and exercise internal disciplinary authority.

c. In a case where the dorm council determines that a dorm representative does not perform his or her duties, he or she shall be asked to resign, and another representative shall be elected by his constituency to take his or her place.

B The General Assembly

1) Each purpose unit shall be represented at the General Assembly by one elected delegate.

2) Each General Assembly delegate will have at least one vote; however, additional votes shall be delegated proportionally. E.g., 25-39 people per purpose unit represented shall be assigned 1½ votes; 40-54 people per purpose unit represented shall be assigned 2 votes; 55-69 people per purpose unit represented shall be assigned 2½ votes; 70-84 people per purpose unit represented shall be assigned 3 votes; 85-99 people per purpose unit represented shall be assigned 3½ votes; 100-114 people per purpose unit represented shall be assigned 4 votes; 115 or more people per purpose unit represented shall be assigned 4½ votes.

3) The General Assembly shall meet at least once a month, two-thirds of its membership constituting a quorum.

4) Procedures shall follow Roberts' Rules of Order.

GENERAL ASSEMBLY DUTIES

a. The General Assembly has the power of veto over any legislation passed by the College Life Committee and the Executive Committee by a two-thirds vote of its entire membership.

b. The General Assembly shall elect three of its members to serve as delegates at large on the Executive Committee, to be chosen no later than the third week of Fall Term.

5) Non-Resident Students

a. Non-resident students shall be represented on the General Assembly by one delegate per sixty students elected from and by the non-resident constituency.

b. It is the duty of the Dean of the College to make certain that a non-resident delegation is elected.

C. The Executive Committee shall consist of a President, Director of Information, and a Treasurer, who are elected by the student body at large, following the procedures recommended by College Governance. It shall also include three representatives elected out of the General Assembly, by the General Assembly. The President of the Executive Committee shall have the power to appoint one member of the student body at large to the Executive Committee. Five members of the Executive Committee constitutes a quorum.

2) Duties:

a. Administers the affiars of the Student Government.

b. Allocates funds to organizations it deems appropriate.

c. Sends one representative to the College Council.

d. Sends one representative to the Co-curriculum Committee.

e. Recommends two students to serve on the Educational Resources Committee.

f. Allocates student office space—President of Student Government.

g. Reports all its actions regularly to the General Assembly.

3) Individual Duties:

a. The President shall preside over all Executive Committee and General Assembly meetings. He shall be chief executive officer of all Student Government activities.

b. The Director of Information shall serve as assistant to the President and act in place of the President in his absence. He will be responsible for the dispensing of all Student Government information to the student body. He must post a copy of all minutes and announcements of meetings (with agendas) on an official Student Government bulletin board in Commons. He will also be responsible for keeping an up-to-date file containing all minutes and correspondence concerning Student Government affairs.

c. The Treasurer shall conduct and audit every term for all student organization accounts operating out of the Student Government account. He will keep an up-to-date file of all requisitions. The Treasurer has jurisdiction over all student organizational accounts operating out of the Student Government account. The Treasurer must make recommendations to the Executive Committee concerning allocations of funds.

4) The delegates at large are responsible for providing the Executive Committee, of which they are a part, with the sentiment of the student body.

5) If an officer or member of the Executive Committee resigns, it will be the duty of the General Assembly to elect a successor no later than one week after that member's resignation.

D Amendment Procedures

1) This constitution can be amended by a two-thirds vote of the entire membership of the General Assembly, provided that two weeks' public notice has been given to the student body.

2) This constitution can also be amended by a referendum proposed through a petition signed by ten percent of the full-time students enrolled in the College. If two-thirds of the students voting approve the referendum, it shall be ratified.

ACADEMIC ADVISEMENT

Every student plans a program of study with the assistance of a faculty adviser. While the decisions are the student's, the adviser helps to arrange a program best fitted to the student's advantage.

During the summer prior to the freshman year, the student's academic program for the fall is developed from carefully detailed information sent from the College.

Before arriving on campus, each freshman student is assigned a faculty adviser. During the year the student may select a different adviser from among the available members of the teaching faculty. Toward the end of the freshman year the student is asked to make at least a tentative selection of an academic major or field of concentration. This choice is not binding since the general academic program has considerable flexibility, but a change of major after the beginning of the Junior year may require additional time to meet all of the requirements of the new major. When selecting a major or field of concentration, the student may choose an adviser from among the teaching faculty of the major department or appropriate interdisciplinary concentration committee.

CHANGES IN REGISTRATION (See catalogue for full details)

Any course change in schedule must be made through the Registrar's office and approved by the student's adviser. Three dollars is charged for each change made after classes begin in any term.

A student may not enter any course after the first week in a term. A student may not withdraw from a course after the first week of a term except for reasons of emergency, approved by the Dean of the College. W/F (failure) will be recorded if withdrawal is not approved by the Dean of the College.

EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the Spring Term will be kept through the Fall Term. Faculty members leaving the College are asked to leave their record books with the department chairman, or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order to check records if necessary.

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students are responsible for learning thoroughly the content of any course of study, but they shall be free to take reasoned exception to the date or views offered and to reserve judgment about matters of opinion.

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

One common cause of the feeling of being unfairly evaluated in a course is a student's failure to understand clearly the criteria by which he is evaluated. It is most desirable for an

instructor to state as clearly as possible at the beginning of a course the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requestiong a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

THE ACADEMIC HONOR CODE

The students, faculty, and trustees of Lake Forest College have approved and instituted the Academic Honor Code that appears below. This Code is designed to place the matter of academic honesty with the individual student.

Article I—Academic Procedure

Section I—Examinations

A) No student shall give or receive any unathorized aid concerning examinations.
B) Examinations shall be unproctored, but the professor is free to stay in or leave the room at his own discretion.

Section II—Written Work

A) The term "written work" shall extend to all essays, examinations, and laboratory reports.
B) The student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, and bibliography.
C) Professors may:
1. Prescribe any limitations on sources or assistance in any form.
2. Waive any requirements concerning the accrediting of sources.
3. Exclude or include homework as written work under Article I, Section II, A, of the Honor Code.

D) Permission must be obtained from all professors concerned if a paper is to be submitted for credit in more than one course. If this is a case of a paper previously submitted to an instructor no longer present, permission from that instructor need not be obtained; but the instructor to whom the paper will be submitted must be notified that the paper has been used before.

E) Permission must be obtained for more than one student to work together on an assignment with the understanding that all students concerned will be held responsible for the work and any information involved.

Section III–Plagiarism–Definition

Plagiarism, which is a violation of the Honor Code, is defined as copying the work of someone else, either wholly or in part, and passing it off as your own. Direct quotation of another,. including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. If you are summarizing or referring in your own words to what someone else has written, either the content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, and date of publication, publisher, and pages read, even if only part of the work has been used. Failure to observe the above directions constitutes plagiarism and will result in disciplinary action by the Honor Council. THE GENERAL POLICIES COMMITTEE–February, 1971, added the following clarification:

Unpublished written materials, such as purchased research or someone else's term paper, constitute sources to which all the statements above apply. If such materials are used, even in part, even recast in your own words, full and proper credit must be given to the author. When your source contains citations from other writings, those works do not become your direct sources nor is it proper to cite them as such unless you investigate them personally.

THE HOUSING SYSTEM

With the experience of almost a complete year of "Purpose Units" on campus behind us, it is obvious that some of the original concepts involved in "Purpose Units" should be changed, while others have contributed to the quality of life at L.F.C. and therefore should be continued. It is the understanding of the committee that its purpose is to evaluate the various aspects of "Purpose Units" on this campus and to arrive at a synthesized concept of what "Purpose Units" should be. Throughout this report three terms will be used; they are: "Housing Unit," which denotes any group of persons living in college facilities, including freshmen; "Purpose Unit," which denotes what has previously been called "Housing Units" and, as the name connotes, they are housing units which have a stated purpose; "Living Unit," which denotes a housing unit which has no stated purpose. Under this category (Living Unit) will be classified freshman dormitories and such existing units as Independent Men, Independent Women, and People's Housing Unit.

A purpose Unit shall establish itself as follows:

1. When petitioning the College for recognition, it shall include in its petition a statement of purpose which shall be "to accomplish some academic, social, or cultural end which may be pursued more fully in conjunction with others than as individuals."
2. A Purpose Unit shall contain not less than ten persons and not more than can live in one dormitory.
3. It is strongly recommended that each Purpose Unit should have a faculty adviser who is interested in the purpose of that unit.
4. In their petitions, Purpose Units shall request a particular dormitory or section of a dormitory to be accompanied by the reasons that that area would facilitate the unit's purpose.

Other items particular to Purpose Units are:

1. Purpose Units shall be open to all students with the restriction that the students be interested in the purpose of that unit. The criterion for selection shall be made public. All persons living in a Purpose Unit shall be required to sign a statement that he or she will contribute to the life and purpose of that unit.
2. During the Spring Term of a Purpose Unit's year in existence, its performance may be avaluated by the Housing Committee or its delegate, in light of its stated purpose. If its performance falls short, that unit shall be abolished. Each unit shall be allowed to appeal its case before the Housing Committee or its delegate.
3. Since all Housing Units must have a functioning government, it is required that a Purpose Unit government be constructed as follows:

1) A legislative body (of three or more persons)
   a. To pass legislation to facilitate the stated purpose.
   b. To pass legislation on intra-unit rooming and to facilitate ease in dorm life.
   c. To be elected at large; which may be conducted by the head resident.
2) A judicial body (of three or more persons)
   a. To pass judgment on the behavioral problems other than violence.
   b. To pass judgment on all problems of destruction of college property within the Housing Unit's geographical area.
   c. To pass judgment on all problems of personal and unit-owned property damage.
   d. All theft cases are to be immediately referred to the Conduct Board.
   e. Within the scope of punishments available to the Unit Judicial Council shall be:
      1. Fines
      2. Work assignments useful to the unit
      3. Expulsion from the unit
      4. All lesser punishments as the Judicial may see fit
   f. All Unit Judicial Council decisions may be appealed to the appropriate campus committee.
   g. To be elected at large, which may be conducted by the head resident.

4. A copy of all documents of each Purpose Unit's government shall be submitted to the Dean's office.
5. A Purpose Unit may propose in its petition for the following year an alternate governmental structure, which, if approved by the Housing Committee or its delegate, may be implemented in the stead of the above structure.

The definition of "Living Unit" shall be any group who may draw into the space left available after Purpose Units have been allocated space. This draw is to take place on a campus-wide basis. It is recommended that the Housing Committee or its delegate, when assigning space to Purpose Units, take into consideration the fact of government and therefore the space remaining (post Purpose Units) should be in blocks of rooms or whole dormitories.

ENTRANCE TO A HOUSING UNIT

A. Entrance Requirements

1. Students entering a housing unit must sign an agreement to the particular statement of purpose of the housing unit and be willing to accept the responsibility of living in the unit.
2. Students must be informed as to whether or not the housing unit will be co-ed.
3. Students entering a housing unit must abide by the constitution and the room draw procedures established by that housing unit.
4. Each housing unit must maintain a file consisting of room assignments, a waiting list, a constitution, and a statement of purpose with resident signatures. A duplicate copy of this file must be forwarded to the office of the Dean of the College.

B. Transfer Students and Readmitted Students

1. Transfer students must be informed of the different housing units and a summarized statement of purpose including responsibilities and structure of each housing unit, and will have the option of applying for admittance to any housing unit upon confirmation of acceptance.

2. Each housing unit must be responsible for placing transfer students in the appropriate order on their waiting lists.

3. All transfer students must list their order of preference (three choices minimum). If the student is not admitted to the housing unit of his first choice, he will be relocated in either another housing unit of his preference, or if that is not possible, in an independent room. The name of the transfer student will immediately be placed on the waiting list of the housing unit of his choice.

4. This housing unit request form shall be returned to the Dean of the College, whose responsibility it is to inform the appropriate office of the housing unit of the student's first choice, or if it is not possible to place him there, the procedure stated in Section (3) will be followed. During the vacation time when the head of the housing unit cannot be reached, it is the responsibility of the Dean of the College to follow the guidelines of the housing unit in housing a student.

C. Overseas Students

1. Each housing unit will include in its constitution a provision for placing:

a. Students who were previously a member of the housing unit, have participated in a Lake Forest College program abroad, and returned to the same housing unit, and

b. Students who have participated in a Lake Forest College program abroad and wish to enter a new housing unit.

2. Students who are going abroad must be informed of their status in the housing unit in which they are living before departure. All students enrolled in the overseas programs must fill out a student request form either before or during their stay abroad. Action on this form shall follow procedure stated under Transfer Student Sections (3) and (4).

D. Freshmen

1. Freshmen will be housed in dorms which are designated as freshman dorms for a minimum of their first entire term at Lake Forest College.

2. They will be permitted to apply for entrance into a housing unit at any time, but may not enter until after their first term in residence in a freshman dorm.

E. Part-time Students

shall follow procedure for full-time students.

F. Internal Room Draw

1. Each housing unit is responsible for establishing an equitable system of room draw and future room changes.

2. Each housing unit is responsible for setting criteria for the order of their waiting list.

3. Each housing unit is responsible for establishing an adequate mechanism for dealing with internal room changes, roommate complications, and misbehavior.

4. General room draw shall be conducted before the end of the seventh week of Spring Term for the following year.

HOUSING UNIT REGULATIONS AND PROCEDURES

GUIDELINES FOR COLLEGE RESIDENCE HALLS, LIVING UNITS, PURPOSE UNITS AND FRATERNITIES

Each unit assumes responsibility for its own governance in accordance with the House

System. Units are expected to establish and enforce rules and regulations which ensure the rights and protect the sensitivities of individuals living in a group situation. In addition, certain procedures exist for the protection of health and safety as well as physical maintenance of College property.

I. The following are guidelines for the establishment of procedures by individual Units.

A. Quiet Hours

1. Residents are expected to act in such a manner that an atmosphere conducive to effective study can be maintained. It is the responsibility of each individual to adhere to this basic expectation.

2. Each unit of government is expected to define quiet hours at its own discretion, having taken into account the residents' wishes.

B. Visitation

Visitation does not mean continued residence.

C. Guests

In order to ensure safety and security, all non-College overnight guests must be registered with the Head Resident.

II. The following policies are established to maintain health, life, safety, and protection of personal and College property.

A. Residence Hall Closing

1. All residence halls are locked no later than midnight and opened at 6:00 a.m.

2. Each resident shall be issued front door and room keys by which he may gain admission to his residence hall after the closing hour. Loss of this key jeopardizes the security of the entire unit as well as one's own room so caution is advised. Replacement fees are $3.00 for room key and $10.00 for front door key.

B. Pets

1. Because of health hazards, uncaged and unbowled pets or other live animals in the residence halls are not permitted.

2. If the owner fails to remove the animal when requested, it will be subject to confiscation.

C. Electrical Appliances

1. Cooking in student rooms and hallways is prohibited.

2. Coffee pots, corn poppers, and automatic toasters with self-contained thermostatically controlled heating elements may be used in student rooms.

3. Hot plates, electric fry pans, deep fat fryers, electric ovens, grills, rotisseries and the like may be used in kitchenettes. They are extremely hazardous in student rooms and therefore not allowed.

4. Immersion coils and water heaters without thermostat controls are never permissible.

D. Fire Equipment

1. Fire alarms, fire detectors or sprinkler systems exist in all residence halls. Illegally activating fire alarm and detection systems is a violation of Illinois and local ordinances.

2. Fire extinguishers are strategically placed throughout all residence halls. Casually emptying these extinguishers will render them useless in an emergency.

E. Candles

1. Candles can be an extreme safety hazard. They must never be placed adjacent to a wall or left ignited after room occupants have retired for the night.

2. Strobe candles are not allowed in sleeping rooms because of large flame and quantity of smoke they produce.

3. Other candles, if used with care during religious holidays or if enclosed in glass chimneys are permitted.

F. Damage

1. The student resident will be charged for any damage to the contracted room that occurs during the student's occupancy.

2. Pictures, posters and other decorations must be hung down from the picture molding only.

3. Articles tacked, pasted, taped or affixed in any manner to walls, furniture or fixtures inevitably mar the surface and result in chargeable damage.

4. Students planning extensive room decorating projects are advised to check their plans with the Residence Staff to ensure safety procedures and to avoid damage charges.

III. Violations

Repeated violations of rules governing student life and conduct in University owned living units may subject individuals to College disciplinary action.

ROOM CONTRACTS AND CONDITIONS

Room contracts are for the year and no refunds will be made.

If a student withdraws during the year, but re-enrolls for a subsequent term during the same academic year, no additional charge will be made.

Occupancy of the room is limited to the student(s) assigned to the room. The room may not be sublet.

If a student ceases to be a student by virtue of withdrawal or dismissal, all rights to occupy a room are lost.

At the time the room if first occupied, the student is asked to fill out a room condition check list, showing missing or damaged items. If the list is not turned in, the room is considered 100% in order when occupied.

The student is responsible for the room and its contents and will be assessed for damages beyond normal wear and tear or missing items.

The following items are not permitted in college residence halls: firearms, (including pellet guns), inflammables, explosives or incendiaries, firecrackers, air-conditioners, pets (other than caged birds, tropical fish, hamsters). Cooking in the rooms is not permitted. Permission must be obtained from the head resident for any non-students in the room overnight.

Rooms are subject to inspection as stated in the section below.

ROOM ENTRY AND SEARCH

A. Representatives of the college should not enter a student's premises on campus except under the following conditions:

1. Rooms may be inspected for purposes of fire safety at any time and without advance notice. Disciplinary action against a student on the basis of such entry is limited to violations of fire or safety rules or stolen property. College officials inspecting rooms for general physical conditions and/or damage will post written notification on the board of the dormitory 24 hours in advance of any such actions.

During vacation periods, rooms may be inspected at any time (unless occupied during the vacation period—in which case the usual 24 hour notification applies).

2. When there is excessive noise or disturbance which is affecting others.

3. When there is evidence that college regulations have been violated, such evidence to be based upon direct observation of the violation or upon reports from an identifiable source.

4. When there is an emergency of a nature potentially dangerous to the occupant(s) of the room or building.

B. The right to enter is not synonymous with the right to search. Where fire and safety checks are involved, any search shall only be sufficient to establish that no violation of fire and safety standards exist.

C. Premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, application to the Dean of the College must be made before a search is conducted. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search must be followed.

D. If a student believes that entry into or search of his premises violates the expectations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee, who shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee.

E. If the accusation is sustained, the student bringing the accusation shall not be charged on the basis of evidence gained by means of the unacceptable entry or search, with having violated college regulations.

CLOSING HOURS FOR CAMPUS

For purposes of reasonable quiet for all, midnight, Sunday through Thursday, and 1:00 a.m. Friday and Saturday, are times when all students are expected to maintain quiet hours.

DRUG REGULATIONS

PREAMBLE

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee meeting during the fall of 1971 expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the college community from a wide variety of off-campus sources: addicts, drug dealers (better known as pushers), and even civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make college action in this area unnecessary. Particularly, it was expected that students would see that the dealer (pusher) in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

Concern was expressed about the possible use of "informers" to enforce these regulations. The College does not, and shall not, make use of persons, whether students or not, specifically assigned to the task of discovering violations of these regulations in a covert role. Only if there is clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change this policy rests with the President, who will consult with the College Life Committee prior to his public decision.

REGULATIONS

(The College reminds each student of Federal and State laws concerning possession, use, sale, or distribution of illegal drugs. Summaries of applicable State Laws are posted in the Dean of the College's Office.)

1. The public use of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.

2. Sale or distribution of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalties for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine cystal, shall be grounds for immediate expulsion from College. (Hallucinogens of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.

3. In recognition of the College's special responsibility to the wider community, the sale or distribution of any illegal drug to anyone outside the college community shall result in immediate expulsion from College.

4. A student whose drug use threatens severe personal, psychological or physical harm, substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the student may exercise the right of appeal through established college procedures.

5. Being under the influence of drugs shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions.

ALCOHOLIC BEVERAGE REGULATIONS

(The College reminds each student of State and local laws concerning alcoholic beverages.)

1. Possession or consumption of alcoholic beverages is prohibited in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink. The only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of the College or by another appropriate administrative officer.

2. The College reserves the right to regulate consumption of alcoholic beverages at public functions.

3. Being under the influence of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions, as defined in the College Handbook, *Responsibilities, Rights, Regulations.*

GENERAL CONDUCT

No set of rules can possibly ever cover all the variety of cases that may arise. Yet, a catchall statement may be misused. With rules and prescribed penalties in complete detail, no judgment is necessary; with no rules it is all judgment—the administration and students have found that some specific statements, coupled with careful judgment serves all parties. The College reserves the right to discontinue the attendance of any student whose behavior is deemed so undesirable that no other course of action is appropriate. To insure that this right is not abused every student being prosecuted for serious misconduct has certain rights. These are spelled out later in this section.

The threat of campus disruption and of violence of any kind is one of particular concern to all members of the community. The administration of the college will act in any such instance to protect the entire community and to permit the educational objectives of the institution to be met, if necessary by separation of the individuals concerned. The administration also recognizes that in so far as possible, individual rights, including due process, should be protected. Discussions are now in progress which will define the procedures for dealing with such matters should they arise. Each student should fully understand the following general guidelines:

Campus Disorders: Participation in actions which disrupt the normal activities of the campus will be cause for immediate suspension from the College; such actions include the obstruction or disruption of teaching, research, administration, disciplinary procedures, as well as behavior which interferes with the rights of access to college facilities for all members of the college community.

Should an instance arise where there is immediate danger to life, or destruction of property, or violation of confidential records, the administration will take emergency actions to stop such disorders, including, if necessary, a request for assistance from the local police.

The following conduct patterns are also considered to be such a serious threat to the intellectual purposes, safety, and orderly conduct of the community that students found guilty of such conduct may be considered for separation from the institution. If suspension is not necessary, they may be tried while enrollment continues.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.

2. Forgery, alteration, or misuse of College documents, records, or identification.

3. Unauthorized entry to or use of College facilities.

4. Failure to comply with directions of College officials acting appropriately in the performance of their duties.

5. Violation of rules governing residence. (See section on residency)

6. Misuse of fire or safety equipment or alarms.

7. Theft of or danger to property.

8. Violation of laws pertaining to narcotics or dangerous drugs; possession, distribution, or repeated use of same.

9. Violation of laws pertaining to firearms, incendiaries, explosives.

PROCEDURES DEALING WITH VIOLENCE ON CAMPUS

"Physical abuse of any person, or conduct which threatens or endangers the health or safety of any such person," shall be cause for consideration of separation from the institution.

I. Any instance of alleged violence shall be brought to the attention of the President or his delegated authority, who, after appropriate consultation as to circumstances, shall make a determination whether violence has in fact occurred: In this judgment, he shall, if advisable, consult with at least two persons:

a. Legal Counsel, employed by the College for this purpose, to determine if violence as defined by legal precedent has occurred.
b. The Student Chairman of the Conduct Board, to determine if College precedent exists.

He may, in addition, consult with such members of his staff as may be available, and who he deems may relate to the problem.

II. If violence is determined to be present, those persons involved shall be immediately suspended from the College until determination of the gravity and responsibility for the offense. Work missed while under suspension shall be considered incomplete, with make-up opportunities assured, providing the action of the judging authority is other than expulsion. The suspension contemplated herein should usually be no longer than one week and would be resolved on the final decision as to disposition of the case.

III. The administration will next determine, in the person of the President or his delegated authority, and again with the same advisors if feasible, the method of making a judgment of disposition in such cases. In some instances, it may be referred to civil authorities, and, if so, the students concerned may be readmitted pending trial. In other instances, a special committee may be established to make a judgment concerning guilt and discipline. In yet other instances, the Conduct Board may be requested to assume jurisdiction.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

The disciplinary powers of educational institutions are inherent in their responsibility to protect their educational purpose through the regulation of the use of their facilities and through the setting of standards of conduct and scholarship for the students who attend them. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, admonition, and example. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties. The following are considered to be proper safeguards in such proceedings.

HEARING COMMITTEE PROCEDURES–DUE PROCESS

The formality of the procedure to which a student is entitled in disciplinary cases shall be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedures. When misconduct may result in serious penalties, the student shall have the right to a hearing before a regularly constituted hearing committee.

a. The hearing committee shall include both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.

b. The student shall be informed, in writing, of the reason for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
c. The College is obliged to provide upon request of the student whose conduct is under investigation, counsel chosen from among members of the college community; such counsel may be present during the hearing.
d. The burden of proof shall rest upon the officials bringing the charge.
e. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
f. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. Improperly acquired evidence will not be admitted.
g. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

STATUS OF STUDENT PENDING FINAL ACTION

Pending action on the charges, the status of a student should not be altered or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the health or safety of student, faculty, or college property.

HEARING COMMITTEE–(CONDUCT BOARD)–STRUCTURE AND POWERS

This group is made up of 5 students appointed by student government, 3 faculty members, and 1 non-voting representative from the administration; to the Dean of the College it makes recommendations which may include everything from no action in a particular case to dismissing the offender from the college.

The Conduct Board shall ordinarily hear cases where temporary or permanent separation from the institution may be involved, where disciplinary probation is a possible action, or where appeal from House Council or administrative decisions is being made.

Cases may be referred to the Conduct Board from a variety of sources, including the House Councils.

The Conduct Board shall have the power to subpoena witnesses from among the college community.

If an accused individual elects not to appear before the Conduct Board, the Board may nevertheless hear evidence and make a judgment.

INSTITUTIONAL AUTHORITY AND CIVIL PENALTIES

Activities of students may upon occasion result in violation of law. In such cases, college officials will apprise students of their legal rights and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct from those of the general community will the special authority of the institution be asserted. If a student's behavior off campus goes beyond the limits acceptable on campus, as specified in the student's handbook,

exercise of the college's disciplinary authority may be regarded as appropriate. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed.

AVAILABILITY OF LEGAL ASSISTANCE

Upon recommendation of the Dean of the College, the college will make available to students one consultation with legal counsel in cases where the student has been a party or witness to an offense initiated by others and where civil charges or suit may be brought.

CAMPUS SECURITY

The Department of Security is charged with the responsibility of protecting the lives and property of the members of the College community.

INSURANCE AND PROTECTION OF VALUABLES

Lake Forest College does not provide insurance for students personal belongings. If you sustain a loss it will be your loss and your responsibility to replace that loss. We recommend that you make arrangements for insurance to cover personal belongings.

In addition, to assist you and campus security please know your serial number of your valuables. Security will make available forms to facilitate the registration of everything from bikes to cameras to T.V.'s etc.

PARKING AND TRAFFIC REGULATIONS

REGISTRATION OF VEHICLES

All vehicles on campus must be registered with the College. Commuting students plus resident juniors and seniors may have cars. Cost for registering a vehicle on campus is as follows:

Resident student:	$30.00 per year
Commuting student:	$20.00 per year
Motorcycles:	$10.00 per year

Students not eligible must obtain prior written permission before bringing their car to the campus. State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-property damage insurance is required.

TEMPORARY PERMITS FOR STUDENTS NOT ENTITLED TO REGULAR PERMITS

Temporary permits for a period not exceeding two weeks (maximum three per year) may be applied for at a $1.00 charge. STATE LICENSE PLATE REGISTRATION AND DRIVER'S LICENSE MUST BE SHOWN.

DRIVING RESTRICTIONS

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the campus patrol officers or lose their permit at once.

Motorcycle driving on campus is limited to the roads leading to motorcycle parking areas. They may not be driven around campus.

PENALTIES

Registered vehicles, including motorcycles, $5.00 per ticket. Tickets may be appealed to the Dean of the College. Proof of successful appeal must be presented to, or tickets paid at, the Business Office.

Tickets must be paid or successfully appealed *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine from his account.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year. (Registered car owners are responsible for all citations received by their cars). When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the Dean of the College.

"Special Notes":

1. Driving or parking on grass or sidewalks will result in appropriate action by the Dean, including, but not limited to, the loss of parking privileges and loss of the vehicle permit. In addition, driving on grass will result in substantial fees. Students may be held responsible to effect repairs.
2. False registration results in loss of permit.
3. Reckless driving will also mean the loss of permit.
4. In addition to the stated penalties, the College may impose such disciplinary action as it deems appropriate.

MISCELLANEOUS: Inoperable cars due to any reason must be removed immediately to the proper parking area by owner. Tickets will be issued to violators. Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

POSSESSION OF RIFLES, SHOTGUNS AND FIREARMS ON CAMPUS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited.

Students—Students shall be permitted to possess or maintain a rifle, shotgun or firearm on University property only by depositing the same with the College Security for safe keeping. Appropriate permits may be issued to students allowing them to transport their weapons on College property for the purpose of depositing or withdrawing the same from Security and for no other purpose.

LIBRARY

The Donnelley Library is the central library of the College and contains all the books and periodicals and other resource materials of the College collection.

Certain groups of materials belonging to the library are located in other buildings, e.g. books and periodicals for the biology, chemistry and physics departments located in the Thomas O. Freeman Memorial Science Library, a part of the Johnson Science Center Complex; and the periodicals for the mathematics department located in the mathematics seminar room in College Hall.

The books are classified by the Library of Congress Classification system, and a complete catalog is located in the Donnelley Library for all the library collection. In addition, those materials located in the Science Library are listed separately in the catalog in that building.

Each student who registers at Lake Forest College is entitled to a library card which permits him to take out books in accordance with library regulations. The card may be ontained, any time from Fall opening day and thereafter by applying at the library loan desk, where detailed instruction in library use will be offered.

SHORT TERM LOANS

Most loans are small and are for short periods of time. Occasionally, however, a larger loan is needed for some emergency.

The loans are normally made due and payable during the term incurred. Special circumstances may require repayment to extend beyond the term or school year. There is always a nominal interest charge to cover the cost of providing this service.

CAMPUS EMPLOYMENT

Students interested in obtaining employment on campus should see the Director of Financial Aid. Non-campus employment is posted outside the office of the Dean of the College and in Commons at the mailboxes.

PLACEMENT

The College maintains a placement office for seniors and alumns. The office is located in the office of the Dean of the College. All manner of employment and graduate school information is available.

VEHICLE RENTAL

Purchasing Department has one (½) ton pick-up truck and two (12) passenger vans available for rent to recognized student groups. Vehicles may only be used for college connected activities. Drivers have to have an operator's license, and be certified by the Purchasing Department as being authorized to drive these vehicles. Each driver receives seven minutes of instruction on the proper use and administrative handling of the vehicles. The cost will be 10 cents a mile plus $1.00 an hour. Twelve hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be made in advance.

CAMPUS RECRUITERS

No student may obstruct other students from access to an exchange of information with a

speaker, recruiter, or representative who has made arrangements for his visit with the college.

No speaker, recruiter, or representative who visits the college shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> . . . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth itself are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . . . in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

Student organizations must keep in mind that the sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.
3. In case the Dean of the College feels that a particular speaker is undesirable, the General Policies Committee will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

> The College is desirous of continuing that policy, opening its doors to all points of view. It seeks, also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to

invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.

6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes which they are in "sympathy" with.

STUDENT IDENTIFICATION CARD

The student identification card is furnished by the College for your use as a means of personal identification as a Lake Forest College student and represents your membership in the College community. It remains the property of the College and must be returned to the Office of the Dean of the College, when you are no longer enrolled. Carry the ID card at all times. It must be presented upon request to any College official.

FOOD SERVICE

The Board contract is mandatory for all resident students. Szabo Food Service, Inc. is the food contractor for the resident dining services provided in Commons. They serve twenty meals per week. Meals must be eaten in the dining hall.

The student food committee provides valuable input and aids in the preparation and planning of menus. If you have any interest in the service provided, please join the food committee.

OCCUPATIONAL SAFETY AND HEALTH ACT

Lake Forest College is in full compliance with the Williams-Steiger Occupational Safety and Health Act of 1970. The purpose of the act is to assure safe and healthful conditions.

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